

## EMERGENCY OPERATIONS MANAGER

**SUMMARY:** This is a single incumbent FLSA exempt position under general direction of the City of Valdez Fire Chief. The incumbent is responsible for developing, coordinating, and implementing emergency and disaster preparedness, response, recovery, and non-structural hazard mitigation programs, processes and procedures for the City of Valdez.

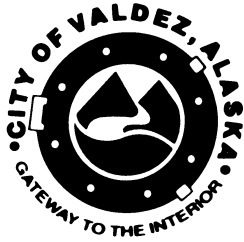
**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Incumbent may be requested to perform job-related tasks other than those specifically presented in this description.)

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Prepares and maintains the City's emergency operations plan in compliance with various state requirements.
- Develops, reviews and approves City Department's contingency plans.
- Coordinates emergency response plans with communities, local agencies, organizations and businesses
- Serves as the City's point of contact with external officials on emergency preparedness.
- Establishes and maintains the City's emergency operations center supplies in a state of readiness.
- Maintains Tsunami Warning systems for readiness, effectiveness, and efficiency.
- Develops and updates electronic, visual, and written materials in emergency resource library and area mapping collection for use by disaster response personnel.
- Develops and promotes public emergency preparedness awareness materials including brochures, flyers, and promotional materials.
- Distributes information on emergency preparedness training, administration, and response to City staff, and other organizations as requested.
- Researches new emergency response and recovery legislation and prepares reports for City Emergency Management Team.
- Reviews emergency plan against City, State, and Federal regulations for accuracy and compliance with current legislation, codes, regulation and ordinances.
- Works with City IMT to receive applications for disaster assistance from State and Federal agencies.
- Completes, submits, and tracks claims to the Federal Emergency Management Agency (FEMA) and prepares and submits written and/or verbal reports, logs, and statistics as required by FEMA.
- Researches and prepares grant applications for services, equipment, supplies, and programs related to emergency preparedness.
- Other duties as assigned by the Fire Chief.

### **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are expected to lead by example and demonstrate the highest level of ethics.



## **EMERGENCY OPERATIONS MANAGER**

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

#### **Required Knowledge:**

- Knowledge of objectives, policies, legislation, and regulations governing emergency preparedness management programs and systems.
- Knowledge of principles and practices of organizational management, training, and supervision.
- Knowledge of incident command system.
- Knowledge of emergency management systems.
- Knowledge of modern office and records management methods and technology.
- Knowledge of local geography/cartography.
- Knowledge of grant writing and administration methods.

#### **Required Skill:**

- Skill in various research methods and resource materials collection.
- Skill in making quick, reasonable, and effective decisions.
- Skill in incident command strategy.
- Skill in using various disaster preparedness equipment, supplies, and materials.
- Skill in operating computer systems and software.
- Skill working with complex statistics, legislation, codes, and regulations.
- Skill in analysis of disaster and emergency preparedness programs and training needs.
- Skill in the preparation of clear, concise, and complex reports.
- Skill in presenting ideas and concepts orally and in writing.
- Skill in establishing and maintaining effective working relationships with City departments, City staff, other government jurisdictions and entities and the general public.

### **EDUCATION AND EXPERIENCE**

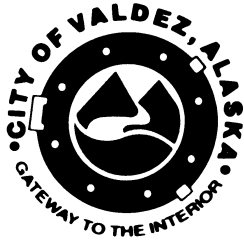
Requires a Bachelor's degree in Public or Business Administration or a combination of education and experience equivalent to Bachelor's Degree in Public or Business Administration, or Government and a minimum of 4 years directly related work experience with 3 years of management and direct supervisory experience.

### **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check, and a valid Alaska driver's license with an acceptable driving record.

### **PHYSICAL REQUIREMENTS**

- Requires the ability to exert physical effort in sedentary to heavy work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of medium to heavy weight (10 – 50 pounds).
- Tasks may involve extended periods of time at keyboard or work station.



JOB DESCRIPTION  
CLASS CODE: 4045

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### SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work is primarily performed in an office environment. Travel to other work or project sites is occasionally required. This position may require exposure to inclement weather conditions, with rain, ice or snow over uneven terrain or a full range of environmental conditions. Occasionally may work in confined spaces, in close proximity to structural, environmental, electrical, noise, and mechanical hazards including bio-hazardous materials.

I have read and understand the duties of the above listed job. I understand that the job duties described above are the main highlights of the position and do not fully encompass all duties required.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date