

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Emergency Management Coordinator	<b>Job Code:</b> 4423
<b>Date:</b> October 16, 2023	<b>EEO Code:</b> PR
<b>FLSA Designation:</b> Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is professional administrative work with responsibility to coordinate the development, administration, and implementation of Provo City's Emergency Operations Plan with other City departments, governmental subdivisions, community partners, faith-based organizations, private sector organizations, and volunteer groups.

**CLASSIFICATION STANDARDS:** The position allocated to this classification is responsible to the Fire Chief and performs all duties under general direction. The work of this classification is distinguished by its overall responsibility to coordinate the City-wide Emergency Operations Plan.

**ESSENTIAL DUTIES:** Analyze, develop, and coordinate a comprehensive and City-wide emergency preparedness and response program; identify areas of need and develop viable solutions by taking into account both private sector and City resources and capabilities; develop a multi-agency approach and coordinate planning, training, and provision of emergency services; ensure emergency response plan includes initial first response assignments and long term plans to provide basic emergency relief and post-disaster support; ensure successful development and implementation of emergency management plans by influencing City departments and employees and aligning the roles and responsibilities of the various departments with the overall emergency response objective; identify, develop, and oversee types of training needed for City employees; coordinate area-wide evacuation plans with fire, police, and other agencies; may respond to emergencies as an observer and communications coordinator.

Establish emergency response network and maintain liaisons with City departments, governmental agencies, and various private groups including Federal Emergency Management Agency, Utah Division of Emergency Management, public transportation providers, healthcare providers, Red Cross, and others; coordinate periodic drills of emergency plans including mock disasters, systems failures, toxic chemical releases, evacuations, communication interruptions, activation of the City's emergency operations center, and use of the Emergency Alert System; prepare various reports and make public presentations on the City's preparations and readiness; research current best practices on disaster management and recovery methods.

Develop, maintain, and deliver community outreach preparedness presentations to community groups and organizations as needed; coordinate with City departments and community partners to market Emergency Notification System registration; maintain resident subscriptions as needed; train and assist City departments to create department subscriptions to deliver specific messages to registrants; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's Degree in Emergency Management, Disaster Mitigation, Disaster Management, Communications, Civil or Structural Engineering, Public Administration, or a related field and 4 years of experience in disaster or emergency management, including experience in public sector preparation and response **OR** an equivalent combination of education and experience [substituting each 1 year of post-secondary education/training for 6 months of experience].



**License(s)/Certificate(s):** A valid, lawful Driver License is required. Utah Certified Emergency Manager (UCEM) and Certified Emergency Manager (CEM) certificates are strongly preferred.

**SELECTION FACTORS:** *Knowledge of:* relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations; applicable regulations pertaining to emergency planning; public health and epidemiology; Integrated Public Alert and Warning System (IPAWS) and associated platforms; basic budget development and fiscal management; practices and principles involved in strategic planning, resource allocation, leadership, production methods, and coordination of people and resources; media communication, production, and dissemination techniques and methods; related laws, codes, rules, and regulations governing functions of the position; operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* promoting and fostering cooperation and collaboration between numerous agencies and individuals who have varying competing interests; public relations, public presentations, and public speaking; composing sensitive and professional correspondence and documents; creating and maintaining positive and effective working relationships with the media; practicing trust-building behaviors. *Ability to:* maintain composure and effectiveness in stressful and chaotic situations; identify potential emergency situations and develop effective and logical response plans; plan, prioritize, and implement competing programs; quickly and accurately perform work; evaluate programs and procedures and exercise independent judgment when making determinations; train others on appropriate emergency response; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; communicate effectively both verbally and in writing; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Calculator, computer, basic office equipment, telephone, vehicle, radios, varied software, and other office/field equipment as needed.

**PHYSICAL DEMANDS:** Requires sitting at a computer desk for long periods while maintaining concentrated attention to detail. May include driving to project or training sites and meetings, inspection-related physical tasks and other varied physical job-related activities.

**ENVIRONMENTAL FACTORS:** Work location is typically inside with little or no occupational hazards. Emergency response may include use of full-body protective gear with respirator protection from biological, chemical, or nuclear materials. May include stressful situations, during a major emergency including contact with individuals in emotionally charged situations.

  
Department Director

10/12/23  
Date

  
Mayor/Chief Administrative Officer

10/16/2023  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.