

**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
EMERGENCY MANAGEMENT COORDINATOR**

EFFECTIVE DATE: April 25, 2011

DEPARTMENT: Police Department	WORK LOCATION: Police Department		FLSA STATUS: Exempt
CLASS CODE: 7590	RANGE: 16	PENSION: IMRF	UNION: NU
REPORTS TO: Police Chief or his designee	LEVEL OF SUPERVISION RECEIVED: Administrative Direction		LICENSE/CERTIFICATES: Valid Illinois Class B Driver's License. Illinois Professional Emergency Manager Standards and Accreditation required within one year of employment.

SUMMARY:

The Emergency Management Coordinator will be responsible for the coordination of all Village of Hoffman Estates activities relative to disaster preparedness. These activities will include the development and maintenance of the Village's emergency operations plan.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Develops and maintains the Village's Emergency Operations Plan. Updates the plan with new information and procedures. Distributes updated plan information to all Village Departments. Prepares a budget that addresses the Village's needs for mitigation, preparedness, response and recovery efforts.	Daily 60%

2.	Coordinates Village of Hoffman Estates employee training ensuring an acceptable level of awareness by all employees and that all local, state and national requirements related to employee training have been fulfilled.	Weekly 10%
3.	Maintains the Village's Emergency Operations Center (EOC) in a state of readiness in the event of an activation.	Daily 15%
4.	Coordinates, plans and conducts disaster exercises to measure the Village's effectiveness to provide coordinated emergency services and to meet state and federal requirements.	Monthly 20%
5.	Establishes relationships with other local, county, state and federal emergency management agencies. Attends regular meetings with local, county and state emergency management officials. Explores opportunities for additional agreements with other government agencies and private sector businesses.	Weekly 20%
6.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 5%
7.	Work to secure and manage Federal, State and Local Emergency Management Grants.	Monthly 5%
8.	Validates and maintains the Village NIMS compliance with the State of Illinois	Monthly 10%
9.	Generates and maintains a five year exercise plan and files with proper state and county authorities.	Monthly 5%
10.	Coordinates a Citizen Corps Council with internal and external stakeholders.	Monthly 10%
11.	Manages an EMA Auxiliary, Volunteer Management Support team (with EOC technical support), coordinates USA Watch group.	Weekly 10%
12.	Prepares monthly summary reports of activity for the Chief of Police.	Monthly 5%

JOB NO.	OTHER RELATED DUTIES
1.	Completes administrative duties and assignments as assigned by the Chief of Police.
2.	Assists in the establishment of organizational goals and overall Village operations.
3.	Attends conferences, seminars and meetings to stay abreast of current trends in the field of emergency services.

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|----|---|
| 4. | Interacts with the general public, Village employees and Village officials in the performance of emergency management activities. |
| 5. | Performs other duties, tasks, and responsibilities as assigned. |

SUPERVISORY RESPONSIBILITIES: *(Select one – required)*

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. *(List specific responsibilities below)*

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)
- Degree or coursework should be in...

General Business/Emergency Management

- Other education/accreditation...

**Illinois & FEMA Professional Development Series
required upon hire.
Illinois Professional Emergency
Manager Standards and Accreditation required
within one year of employment.
Must maintain accreditation during employment**

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Understanding of the general operations of the Village.

Interpersonal skills

Personnel management

Train and supervise personnel

Produce clear and comprehensive reports.

Analyze problems or situations and make quick and effective decisions to address emergency and non-emergency situations.

Exercise sound judgment in evaluating situations and decision making.

Act effectively and quickly in emergency and stressful situations.

Understand and follow oral and written instruction.

Communicate effectively verbally and in writing.

Respond to and interact with residents, officials, employees and others in a professional and effective manner.

Establish successful working relationships with other employees, and supervisory personnel.

Read, write, speak and comprehend the English Language.

Knowledge of safety rules and regulations and the ability to develop SOP / SOG's

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	_____	<u> X </u>
Walks	_____	_____	_____	<u> X </u>
Sits	_____	_____	<u> X </u>	_____
Uses fingers in a repetitive motion	_____	_____	<u> X </u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	<u> X </u>	_____
Reaches with hands and arms above shoulder	_____	_____	_____	<u> X </u>
Climbs or balances	_____	_____	<u> X </u>	_____
Twists or turns	_____	_____	<u> X </u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	_____	<u> X </u>	_____
Pulls, pushes, or carries	_____	_____	<u> X </u>	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	_____	_____	<u> X </u>	_____
Operates a motor vehicle or heavy equipment	_____	_____	<u> X </u>	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u> X </u>
Lifts or move 10 to 20 pounds (light)	_____	_____	_____	<u> X </u>
Lifts or move 20 to 50 pounds (moderate)	_____	_____	<u> X </u>	_____
Lifts or move 50 to 100 pounds (heavy)	_____	_____	<u> X </u>	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

Absence of color blindness

Corrected vision of...

20/20

Uncorrected vision of...

20/80

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

Environmental Conditions

None Less than 1/3 1/3 to 2/3 More than 2/3

Customary indoor conditions	_____	_____	<u> X </u>	_____
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	_____	<u> X </u>	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____	<u> X </u>	_____	_____
Works near moving mechanical parts	_____	<u> X </u>	_____	_____
Works in high precarious places, underground, or confined spaces	_____	<u> X </u>	_____	_____
Flying debris or airborne particles	_____	<u> X </u>	_____	_____
Fire, smoke, fumes, gases, or noxious odors	_____	<u> X </u>	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	_____	<u> X </u>	_____	_____
Risk of electrical shock	_____	<u> X </u>	_____	_____
Works with explosives or risk of radiation	_____	<u> X </u>	_____	_____
Vibration	_____	<u> X </u>	_____	_____
Extreme illumination	_____	<u> X </u>	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u> X </u>
Moderate noise level (Raised voice levels)	_____	_____	<u> X </u>	_____
High noise level (Shouting/ear protection may be needed)	_____	<u> X </u>	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

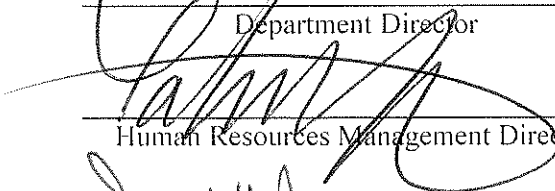
This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



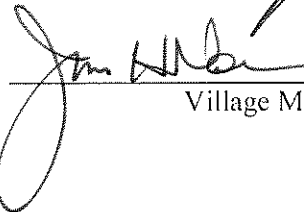
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____