

Job Description

Job Title: Emergency Management Coordinator **Prepared By:** County Assessor

Classification: Full-time **Prepared Date:** May 12, 2015

Department: Emergency Management Agency **Approved By:** Human Resources

Reports To: County Commissioners **Approved Date:** 2/3/2016

Location: 501 E. Ivinson **FLSA Status:** Exempt

Job Summary: Under general supervision, plans and manages the Albany County Emergency Management Agency (EMA); manages the development and maintenance of the integrated plans for Albany County's emergency preparedness program, and training for coordinated responses to disasters and civil emergencies.

Essential Duties and Responsibilities: Manages Albany County Emergency Management Agency (EMA) and Emergency Operations Center to ensure the center is prepared to lead the community in a coordinated response to emergencies. Liaison between Federal, State and Local Government entities, private and nonprofit organizations, assist these entities in Preparedness, Response, Recovery, and Mitigation and Security projects as outlined in the National Preparedness Framework Plan, Stafford Act, Presidential Directives, and Wyoming State Statute 19. Serve as the Public Information Officer as required for public education, emergency notification, and media relations. Develop and maintain required plans and documents such as these listed: Emergency Operations Plan, Hazard Mitigation Plan, COOP/COG, Evacuation Plans, Shelter Plans, Debris Management Plan, Threat Hazard Analysis, Evacuation Plan for Albany County, City of Laramie and Town of Rock River and Emergency Operation Center Procedure Manual. Manage and advertise RFP process for multiple projects as related to Homeland Security Projects. Manage volunteers in training and activation of a response during an event. Oversee the CERT team and work with other volunteer organizations such as the Red Cross, LEPC and MRC. Manage and maintain the Code Red, IPAWS and Siren administration management alert, warning and communications systems such as amateur radio, pager, email, internet social media, etc.

Attend required meetings between community partners in Wyoming and Albany County such as Local Emergency Planning Committee (LEPC), CERT, MRC, Red Cross, Public Health, Region III Health Care Coalition, Ivinson Memorial Hospital, Fire District #1, ARES, RACES, Special Districts as needed, FEMA, Wyoming Office of Homeland Security, and State of Wyoming Emergency Managers, City of Rock River, City of Laramie and the Albany County Commissioners. Attend Training that maintains the capabilities of the Emergency Manager as required for NIMS compliance and operational response. Manage, train and evaluate staff and volunteers; assign duties, responsibilities and resources.

Respond to incidents as requested by the Incident Commander. Work with municipalities and private organizations in a response to notify citizens, coordinate State and Federal Assets for the emergency response of an event. Maintains project files, documents and records; prepares reports on program activities and performance.

Qualifications/ Requirements:

Education/ Training/ Experience: Bachelor Degree in Emergency Management, Business or Public Administration or related field and four years' experience in public sector emergency preparedness and response programs; or equivalent combination of education, training and experience. NIMS Training 100,200,300,400,700 and 800. Experience in public relations, teaching, AWR 160. Prefer experience working within the NIMS and ICS command structure.