



Part-time Emergency Manager, Average of 10 hours per week

Department: Emergency Management
Reports to: City Administrator
FLSA Overtime Status: Exempt
Positions Supervised: Volunteers, Deputy Emergency Managers
Grade: 10, \$16,682 to \$21,689 annually

Revision Date: 2024
Council Approval Date:

OBJECTIVE

The Emergency Manager is responsible for emergency operations planning and exercise coordination; facilitating the acquisition, maintenance and use of emergency equipment for the department; overseeing the City Emergency Operations Center (EOC); disseminating emergency information to the Public; maintaining relationships with local, regional, state, and federal agencies; provides emergency preparedness training.

ESSENTIAL FUNCTIONS

This job description indicates the normal type and level of work expected of the position. The position holder may be asked to perform other duties as apparent or assigned.

1. Develops and maintains the Emergency Management Plan for the City; participates in multi-jurisdictional coordination and planning efforts; participates in peer reviews and continuous improvement efforts.
2. Participates in Homeland Security Emergency Management (HSEM) Emergency Operation Plan review, attends relevant Emergency Management meetings with local, state, and federal agencies.
3. Manages the EOC during an emergency; coordinates the efforts of various departments that serve emergency response roles.
4. Applies federal, state and locale regulations while carrying out emergency management operations, including but not limited to hazardous materials.
5. Develops manuals and supporting materials, including training materials; organizes emergency response training involving multiple departments, agencies, and community resources.
6. Organizes training involving multiple departments, agencies and community resources; attempts to anticipate any possible types of emergencies that may affect the City and develops a response scenario for each, such as natural disasters, nuclear plant accident, deliberate destruction of public facilities, or major accidents involving large numbers of injuries; seeks out and applies for funding to pay for training, supplies, and equipment.
7. In conjunction, with the Fire Chief or their designee, coordinates the use of any Fire Department equipment, personnel and training areas during training and emergency or disaster incidents. The Fire Chief retains command of all Fire Department members and equipment.
8. Assists in training private sector employers' and school district employees to ensure proper response to emergencies.
9. Coordinates Reception Center trainings with HSEM representatives; attends quarterly Reception Center quarterly meetings; recruits adequate staffing for annual Reception Center Training.
10. Manages the Emergency Response Training center; ensures continued licensing, conducts EMR training, initial and refresher and CPR training.

11. Manages the Emergency Management operating and capital budgets, including certifying that all bills charged to the department are correct.
12. Conducts annual inspections and maintenance of all City-owned AED units.
13. Requests the declaration of a “State of Emergency” by the Mayor; issues the necessary proclamations to declare the existence of an emergency, manages the emergency management plan, issues plans necessary for the protection of life, property, and the welfare of the citizens of the City during large scale emergencies or disasters.
14. Manages the emergency siren network; ensures its maintenance and repair; identifies when it needs expansion or adjustment and implements those changes.
15. Coordinates all activities with the assistance of Emergency Manager Deputies.

MINIMUM QUALIFICATIONS

Valid MN driver’s license. Two (2) years of post-secondary education, preferably with a focus on safety/health, emergency management, criminal justice, or a related field; and four (4) years of related experience; OR an equivalent combination of education and experience sufficient to perform the essential functions of the position.

Preferred Qualifications

Experience drafting and implementing policies and procedures. Emergency Management Certification from the State of Minnesota (must achieve within two (2) years of employment if the applicant does not currently possess).

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern public safety communications practices, procedures, techniques, and equipment; principal elements of radio communications networks, applicable laws, ordinance, rules and regulations and standard operating procedures related to emergency public safety communications; computers; and modern principles and practices of public administration.

Skill in reading, writing and speaking English proficiently, organizing and prioritizing work; preparing factual, clear and concise oral and written reports; experience with Microsoft Office.

Ability to be on call 24/7/365; develop and maintain effective working relationships with department heads, co-workers, vendors, and members of the public; communicate effectively, both verbally and in writing; translate complex technical information into understandable messages; understand and carry out oral and written instructions; analyze problems and prioritize the implementation of solutions; work independently, exercise good judgment, and meet deadlines; perform multiple on-going tasks accurately and efficiently; development and implement effective policies and procedures; accurately create and maintain records.

EQUIPMENT

General office equipment including, but not limited to computer, printer, telephone, copier. Also uses specialized software, cell phone, Motorola radios, and backup desktop phone.

WORKING CONDITIONS

Hours are limited to 520 hours annually with flexibility on a weekly and monthly basis. Requires the position holder to work inside, outside, alone, with and around others and to have contact with members of the public.

PHYSICAL REQUIREMENTS

Reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions. Specific vision abilities required for this position include close vision and the ability to adjust focus.

Work occurs primarily indoors in an office setting. Very little pulling, pushing, lifting or carrying items over 50 pounds. Outdoor work may occur in moments of inclement weather.

ADA CONSIDERATIONS

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.