



Job Description

TITLE: Emergency Management Coordinator	JOB CODE: 2715
DEPARTMENT: Emergency Management	FLSA: Non-exempt
PREPARED: November 2005	FLSA CLASS: Professional
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under general supervision of the Emergency Manager, the Emergency Management Coordinator is responsible for the continuity of the emergency management plan in preparation for and response to homeland security incidents, emergencies, and disaster situations. Coordinates with local, state, and federal agencies to ensure emergency personnel and resources are effectively utilized during emergencies. Responsible for researching, applying, and acquiring grants to maintain the County's Emergency Management Plan including fiduciary and accounting responsibilities. Assist with the department's daily operational needs as directed by Emergency Manager.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Researches availability, applies for, and manages a variety of grants from the New Mexico Department of Homeland Security; manages grants such as the Emergency Management Performance Grant (EMPG), Office for Domestic Preparedness (ODP), and grants received from the New Mexico Office of Emergency Management.
- Prepares grant requisition and maintains financial records as required under the grants.
- Ability to research, process, and fill out grant applications.
- Prepares grant proposals; sets up and maintains financial records and requirements; prepares periodic reports as required under the grants.
- Assists in the development of the annual budget.
- Monitors budget, contracts, and expenditures; collects, compiles, and analyzes data and information.
- Prepares department time sheets and submits to payroll; provides administrative duties as instructed.
- Participates in associations and committees as necessary and approved by the Emergency Manager.
- Provides assistance with the maintenance and upkeep of the San Juan County Emergency Operations Center (EOC); ensures all materials and supplies are available; maintains the list of trained personnel that can be called upon should the EOC be activated.
- Provides assistance in the development and maintenance of the San Juan County All Hazards Emergency Operations Plan, Pre-Disaster Mitigation Plan, and the San Juan County hazard analysis.
- May disseminate information to the general public relating all-hazard preparedness.
- May assist during exercises, disasters, and emergency situations requiring additional resources as assigned by the Emergency Manager.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the principles and practices of emergency management.
- Knowledge of the National Incident Management Systems (NIMS) Certifications.
- Knowledge of grant writing, management, and reporting processes; policies and procedures; and applicable federal, state, and local regulations.
- Knowledge of the State Homeland Security Grant Program (SHGP).
- Knowledge of the State Grant Funding approval process and invoicing.
- Knowledge of Generally Accepted Accounting Principles and the OMB Circular 133.

Job Description

Emergency Management Coordinator

- Knowledge of the organization and operations of local government agencies.
- Knowledge of County policies and procedures.
- Skill in developing and maintaining hazard assessment plans.
- Skill in public speaking to effectively deliver training on specified emergency management topics with tact and diplomacy.
- Skill in applying accounting principles in a governmental financial setting; maintaining accounting records and an effective record keeping system.
- Skill in assessing, organizing, and prioritizing multiple tasks, projects, and demands.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in planning and implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.

Education and Experience

- B.A. in Public Administration and/or three (3) years relevant work experience in some aspect of emergency management; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Must successfully complete the FEMA Professional Development Series within two (2) years of hire.
- Must successfully complete the FEMA NIMS requirements for the position, ICS 700, 800, 100, 200, 300, 701, 702, 703, and 704 within one (1) year employment.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in both an office environment and in the field; may be subject to repetitive motion such as typing, data entry, and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling, and lifting such as retrieving files, records, and reports.
- May be subject to hiking, climbing, and walking on uneven ground.
- Full-time work hours for this position consists of weekends, holidays, and four-day workweek schedule as requirements for the operations of this department.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Department Head: _____ **Date:** _____