



Job Title	OEM Coordinator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	8	Job Code	12796

Class Specification – OEM Coordinator

Summary Statement:	
<p>The purpose of this position is to interact with the public; and coordinate with City departments, mutual aid jurisdictions, state, and federal departments, and other agencies. Another important function is the ability to supervise and offer guidance for direct, functional, or technical staff, as well as professional, clerical, contractual, and volunteer. This is accomplished by assisting the OEM Director and OEM Deputy Director in mitigation, preparedness, response, recovery, and coordination for large-scale emergencies and disasters for the purpose of saving lives, preventing property damage, and protecting the environment. This position may be required to work in severe weather during emergencies, and may be required to work long hours during emergencies, including evenings and weekends.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
20%	Collects, evaluates, and interprets complex information and data; and analyzes complex problems, identifies alternative solutions, and recommends conclusions.
20%	Builds relationships with federal, state, and local community partners, elected officials, the public, and contractors. Provides education, customer service, and respond to citizens' concerns.
10%	Supervises, coordinates, and trains staff and volunteers.
20%	Participates and assists in the development of emergency operations plans, trainings, and exercises; coordinates the recovery and mitigation planning procedures and assists with the development of materials. Participates with emergency management practices and procedural policies.
10%	Responds to emergency situations with poise and calmness, providing pertinent communications to necessary parties.
10%	Maintains Emergency Operations Center readiness, web administration, and management.
10%	Tracks the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Maintains proficiency with federal, state, and local laws, policies, procedures, and programs as they pertain to Emergency Management and Homeland Security.



Job Title	OEM Coordinator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	8	Job Code	12796

Competencies Required:
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
Education: Bachelor's degree from an accredited college or university with major coursework in an emergency management, business administration, public administration, or other related field.
Experience: Three years of full-time professional administrative, analytical, and/or budgetary experience, including emergency management or emergency services experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.
Certifications required in accordance with standards established by departmental policy.



Job Title	OEM Coordinator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	8	Job Code	12796

Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands: Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Seasonally
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.



Job Title	OEM Coordinator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	8	Job Code	12796

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: December 2016