

**Assistant Emergency Management Coordinator**

**GENERAL SUMMARY**

Primary functions: Works closely with the Emergency Management Coordinator to help develop, implement, and coordinate emergency management plans and programs. The Emergency Management Assistant assumes the role of the Emergency Management Coordinator in their absence.

Work involves assisting in managing and coordinating emergency response operations, collaborating with internal and external stakeholders, and ensuring the effective and efficient allocation of resources.

This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle. Maybe required to work on-call in an emergency.

**PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

- Assist the EMC with development, implementation, and evaluation of emergency management plans, policies, and procedures.
- Work together with internal departments, government agencies, community organizations, and other stakeholders to develop and maintain effective working relationships and partnerships.
- Work with the Emergency Management Coordinator in the development and implementation of training and exercise programs for emergency management, community volunteers, and partner agencies.
- Participate in emergency response exercises, drills, and simulations to evaluate and improve emergency preparedness and response capabilities.
- Assist in the coordination and management of emergency response operations during disasters, including activating and operating the Emergency Operations Center (EOC).
- Aid with the development and implementation of public education and outreach initiatives to promote emergency preparedness within the community.
- Assist in the assessment and mitigation of risks and vulnerabilities, conducting hazard analyses, and identifying strategies to minimize potential impacts.
- Collaborate with external agencies and organizations to ensure coordination of resources, support mutual aid agreements, and foster interagency cooperation.
- Maintain accurate records and documentation of emergency management activities, including incident reports, resource inventories, and training records.

**Grand Traverse County, MI**  
**Job Description**

- Stay updated on emerging trends, best practices, and regulatory requirements in the field of emergency management, and recommend improvements to existing programs and procedures.
- Provide support to the Emergency Management Coordinator in budget planning, grant applications, and financial management related to emergency management operations.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Associate or bachelor's degree in emergency management, public administration, or a related field.
- Two to four years of Emergency Management or public safety experience.
- Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

**CERTIFICATIONS, LICENSES**

- Have or acquire Michigan Professional Emergency Manager (PEM) certification within 2 years of employment.
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- May be required to serve in an "on-call" capacity.

**DISTINGUISHING CHARACTERISTICS**

Work involves assisting the Emergency Management Coordinator with all phases of emergency management. The EMA helps manage and coordinate emergency response efforts and the implementation of emergency plans and procedures. They have a direct role in helping develop and updating emergency response plans and threats, hazards, and risk assessments. They help organize and facilitate training and exercises for emergency response teams and other stakeholders and manage and track resources needed and used during emergency responses and planned events. The EMA should have strong Incident Command System skills and be able to effectively communicate with other public safety disciplines and the public. They should have a working knowledge of Michigan Public Act 390 as well as the Homeland Security Exercise & Evaluation Program (HSEEP).

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds.
- The employee may be required to travel in his or her own vehicle.

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Advanced proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Skill in operation of modern office equipment such as personal computers, facsimile, copiers, and telephones
- Skill in the use of personal computer software, including spreadsheet development and word processing.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Skilled in researching and resolving problems to ensure compliance.
- Ability to comprehend, process, and apply both verbal and written skills appropriate to the job.
- Ability to explain complex policies and processes in layman's terms.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to maintain the confidentiality of sensitive information and professional boundaries.
- Ability to use County resources effectively and efficiently.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to apply and tactfully enforce complex rules, regulations, policies, and procedures.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to maintain the confidentiality of information and professional boundaries.