

POSITION DESCRIPTION

Class Title: E.M.A. Coordinator/Training Facility Director
Department: Administration
Reports To: City Manager
Employee Status: Permanent, Full-Time
Established: 7/12/2022

GENERAL PURPOSE

The Emergency Management Agency (EMA) coordinator / Training Facility director for the City of Joliet is a full-time position, requiring 40 hrs. weekly. In as much as the City of Joliet, has a large contingent of professional emergency workers, the EMA Coordinator functions primarily as a consultant and an advisor to City staff, coordination of emergency services during periods of distress, and as a facilitator for special projects. Since Joliet is accredited by the State of Illinois, the EMA Coordinator is also responsible for meeting local, State, and Federal requirements in order to continue receiving Federal funding for Emergency Services. This position is derived from Ordinance No. 6707, Sections 9/1-15, Adopted 6/21/77.

The Training Facility director monitors facility operations and directs the planning, design, and implementation of training programs. Assess and identify training needs, maintaining a consistent culture regarding training, and manage and direct employee training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works with the whole community to collectively understand and assess the needs of the city.

Conducts threat hazard assessment with internal and community partners.

Increase overall community hazard awareness and preparedness.

Support local community agencies through prevention, preparedness, response and recovery.

Maintains an approved Emergency Operating Plan (EOP).

Continually updates the EOP.

Submits the EOP for each biannual review.

Conducts and/or participates in appropriate drills.

Submits all required quarterly and annual reports.

Stays current on all modifications and updates.

Organizes and conducts training sessions for all administrative and EOC staff to assure NIMS/ICS Compliance. Maintains training logs.

Interfaces with various professional and civic groups, for either public relations talks and demonstrations or for coordination of efforts in preparation for emergency situations.

Responsible for special project, such as maintenance and upgrading of the outdoor warning siren system, conducting tornado spotter training classes for Joliet Police or Fire Departments, and mock drills for the EOC staff.

Maintains a Storm Ready Community status with the National Weather Service.

Conduct special event planning and development of IAP for events and partners.

Work with Will County/IEMA to present training and exercises for internal and external partners.

Provide support to local agencies with external resources.

Oversee employee training;
Assess business needs and coordinate any program changes with management;
Monitor industry trends and perform research into training techniques;
Arrange schedules to allow for the most efficient use of the training facility;
Oversee facilities and maintenance personnel;
Ensure safety procedures are followed and conduct site inspections to maintain safety.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited college or university in business, public administration, communications, or a closely related field. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities will be considered.

Necessary Knowledge, Skills and Abilities:

The EMA Coordinator shall be aware of and familiar with all Mutual Aid Agreements affecting his/her jurisdiction.

Comprehensive and broad knowledge of the modern principles, practices and equipment used in the emergency management.

Ability to maintain discipline and the respect of employees, to lead and command employees effectively, and to instruct employees in proper work methods and techniques.

Ability to plan, assign and coordinate activities performed by a large group of employees.

Physical skills necessary to perform the duties of the position.

Ability to establish and maintain effective working relationships with employees, City, County and State Officials.

The ability to communicate effectively, both orally and in writing.

Good judgment, thoroughness, and dependability.

Any equivalent combination of experience and training which provides the required knowledge, skill and ability.

Obtain and maintain all necessary accreditations for the above listed duties.

Basic principles of training and the employee development process;

Ability to build trust and establish strong working relationships;

Strong computer skills including working knowledge of the Microsoft office suite;

Ability to prepare effective PowerPoint presentations, spreadsheets, and written reports;

Familiarity with marketing strategies including social media;

Strong analytical skills to effectively evaluate options and alternatives, and find creative solutions to problems;

Ability to plan, coordinate, prioritize and manage multiple projects;

Ability to present ideas and proposals clearly and persuasively, orally and in writing; negotiate resolutions or problems or conflicts;

Ability to prepare clear, concise and comprehensive technical and policy documents, reports, correspondence and other written materials;

Ability to perform duties and responsibilities in a manner that reflects sound judgment and is in conformance with high ethical standards and integrity.

SPECIAL REQUIREMENTS

Must possess or obtain a valid State of Illinois motor vehicle operator's license.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and related software; motor vehicle; phone and any other tools of the trade that may come into common use or necessary to perform needed tasks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting. While performing the duties of this job, the employee is frequently required to talk, hear and use hands to finger, handle or feel objects, tools, or controls and to reach with hands and arms, bend, stoop, kneel, crouch, crawl, lift, sit and stand.

The employee must lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an office environment and rarely works in outside weather conditions. The work is generally performed in an office environment and includes occasional site visits to businesses. The noise level in the work environment is usually quiet, except for office equipment background noises, subject to potential interruptions by telephone callers and walk-in visitors. Potential evening and weekend work hours to meet deadlines; may travel to various City locations to participate in presentations and meetings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.