**Class Summary**

The responsibilities of this classification include serving as the Duty Officer on a rotating basis and coordinating activities in support of the County’s Emergency Management Program. Incumbents are working at the journey-level, and perform moderately complex analysis and research work, and project/program coordination. Some positions may lead same or subordinate level staff on a limited basis. The County’s Emergency Management Program includes preparedness and operations activities in mission areas of prevention, protection, mitigation, response, and recovery.

**Distinguishing Characteristics**

This is the second level within a four-level series. The EMP Coordinator is distinguished from the EMP Manager classification in that incumbents in the EMP Manager classification manage all aspects of various emergency management programs and projects including the scope of work, budget, and schedules. Additionally, EMP Managers assume a leadership role during Emergency Operations Center (EOC) activations.

**Examples of Duties**

*In addition to the duties of the EMP Assistant classification, the EMP Coordinator will:*

1. Coordinate components of major programs and/or projects; may individually coordinate smaller, less complex programs.
2. Prepare routine to moderately complex components of the County’s Comprehensive Emergency Management Plan and other related prevention, protection, response, mitigation, and recovery plans.
3. Coordinate moderately complex contracts and grants including maintaining documentation and preparing draft/final reports as required.
4. Work with EMP Managers in the development and delivery of disaster management training programs, courses, and preparedness presentations to diverse audiences; schedule location and training; and coordinate training materials and other training needs as required.
5. Participate on an exercise design team representing the King County Office of Emergency Management.
6. Act as emergency management “Duty Officer” to respond to Office of Emergency Management responsibilities during regular and non-business hours.
7. Lead and train same or subordinate level staff on an ongoing or project-specific basis.
8. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of current emergency management principles and practices, and federal, state, and county laws and regulations pertaining to emergency management

Knowledge of current principles and practices in project and program management, project cost accounting, and grants and contract management

Skill in researching, gathering, analyzing, and synthesizing data; skill in paper and report writing

Skill in planning, organizing, and time management

Skill in presenting statistical and narrative information to non-technical audiences

Skill in handling multiple competing priorities within tight timelines

Skill in working in a political environment

Skill in communicating orally and in writing, including making presentations

Skill in negotiating, problem-solving, and decision making

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Possession of a Valid Washington State Driver’s License

Passing a thorough background check/investigation

Position requires serving in the Emergency Operations Center (EOC) in an operational capacity or at other locations as may be assigned during exercises, emergencies, or disasters

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

|  |  |  |
| --- | --- | --- |
| **FLSA Designation** | Non-Exempt  |  |
| **Service Status** | Career Service  |  |
| **EEO Code** | 2 |  |
| **Levels within same series** | EMP Assistant, EMP Coordinator, EMP Manager, and EMP Senior Manager |  |
| **Class History** | 02/2007 - Created12/2007 - Changed font and format02/2023 – Updated content |  |
|  |  |  |