DOUGLAS COUNTY
SHERIFF'S OFFICE

JOB TITLE: EMERGENCY MANAGEMENT COORDINATOR

Exempt: Yes	**Job Type**: 3223P
Pay Grade: P320	**Department**: Office of the Sheriff
Approved/Reviewed By: Sheriff Darren Weekly	**Date:** 01-10-23

General Duties: Assist in the continued development of a comprehensive emergency management program within Douglas County to reduce or eliminate the risk of injury, loss of life or damage to property. Employee will perform a variety of administrative duties related to emergency mitigation, preparedness, response and recovery. In addition, the employee will represent the County to various emergency management organizations at the local, state and federal levels.

Supervision Exercised: Will assist in coordinating work activities of assigned personnel during natural and human caused events, which pose a threat to life, property, or the environment.

Supervision Received: Reports directly to the Emergency Management Director.

Examples of Duties and Responsibilities:
– Provides on–call, all-hazard emergency coordination support to complex or extended incidents that occur in the Douglas County locality, to include coordination of the Emergency Operations Center.
– Responds on-scene to emergencies as necessary to provide resource support, incident command organizational structure development, and technical advice during multi-agency incidents, countywide impact incidents, mass casualty incidents, or other requested responses.
– Assists the Director in developing and implementing standard operating procedures and strategic planning for the Office.
– Manages various aspects of Homeland Security as a part of the "all-hazards" emergency management program including grant processing, regional coordination, and representation.
– Assists in organizing and coordinating recovery actions from a disaster or emergency and serves as a liaison with other government agencies.
– Assists in the development and implementation of goals, objectives, policies, and priorities for the emergency management program.
– Coordinates the emergency management program with additional special assignments including issues pertaining to wildland fire, flooding, hazardous materials and emergency medical services and other all hazards topics.
– Represents OEM on various regional committees and work groups.
– Assists with planning, development and implementation of all-hazard exercises with Douglas

County public safety agencies and surrounding jurisdictions.
− Assists with the development, updating and distribution of Douglas County Emergency Management Plans.
− Assists in developing and maintaining public education programs that include citizen education related to all hazards.
− Prepares and processes grant reports and related documentation in conjunction with the grant administrator.
− Assists with preparation of the annual budget as necessary.
− Collects, analyzes, and tracks information regarding emergency or disaster situations and develops appropriate displays to represent the situation.
− Provides documentation analysis and generates after action reports for emergencies.
− Additional duties as assigned.
− Prepares documentation for ambulance licensing.

Consequence of Error: The inability or failure to properly perform the duties of this position may result in the improper use of available emergency response resources and failure to be at the appropriate level of preparedness, potentially resulting the in the loss of life, damage to public and private property and natural resources.

Education and/or Experience: High school graduate or GED and Bachelor's degree in emergency management, public administration, or closely related field or a combination of appropriate work experience and/or professional certification and three to five years' experience in emergency management or closely related field is required.

Special Requirements:
− Ability to obtain and maintain a valid Colorado driver's license during employment at DCSO.
− Ability to complete a NWCG type S-130/S-190 basic wildland fire training curriculum.
− Ability to become a Colorado or IAEM Certified Emergency Manager.
− Ability to work outdoors in adverse weather conditions for extended periods of time.
− Knowledge of the National Incident Management System, fire suppression and EMS operations and procedures.
− Ability to perform under stress and perform physical demands consistent with all essential job functions, such as lifting 40lbs from a standing position and walking up a steep grade at high elevations for 30 minutes.
− Vision correctable to 20/20.
− Able to pass qualifying exams and background checks.
− Willingness to work on-call on a rotating basis as required, 24 hours a day, 7 days a week, 365 days a year.

Essential Functions

Department Policies and Procedures: Demonstrates a working knowledge of and compliance with all Douglas County Sheriff's Office policies, procedures, and directives.

Mental/Emotional Abilities: Applies reason and logic rapidly in a legally correct manner when under physical, emotional, and intellectual stress. Comprehends and processes new information quickly and accurately, retains relevant information, remains calm and effectively communicates under pressure and unusual circumstances.

Physical Skills: Possesses and maintains the ability to operate standard office machines, equipment, and utensils. Ability to perform under stress and perform physical demands, such as lifting 40 pounds from a standing position and walking up a steep grade at high elevations for 30 minutes.

Public Interaction: Able to communicate well with members of the community, law enforcement, fire service and personnel from other agencies. Ability to speak and communicate effectively before large groups.

Geography Skills: Ability to read, locate areas and interpret geographical features on a map.

Decision Making Skills: Ability to make quick and effective decisions.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural, and educational backgrounds. Projects voice clearly and forcefully, when necessary, while under personal stress.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Vehicle Operation: Operates vehicles during routine and emergency operations under varying road and weather conditions.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Work Environment: Work is generally performed in a typical office setting, however, during emergency situations the environment could be one of a more serious nature such as being exposed to smoke from fires, hazardous materials, natural disaster scenes, and inclement weather

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond

what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.