



ORGANIZATION: City of Lincoln City  
JOB TITLE: Emergency Preparedness Coordinator  
FLSA STATUS: Non-Exempt, Part-Time, Grade 14  
UNION: AFSCME  
UPDATED: February 2022

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PURPOSE OF POSITION:

Coordinate and oversee the mitigation, preparedness, response, and recovery functions for all City Departments. Plan and perform the duties necessary to ensure the city is prepared to handle all types of emergencies. Coordinate among City Departments to ensure a consistent level of readiness. Plan and coordinate emergency preparedness and response training, and interact with outside agencies and organizations regarding emergency preparedness. Act as Emergency Operations Center (EOC) Coordinator/Director when the EOC is activated. Position is part-time (32 hours per week)

ESSENTIAL JOB FUNCTIONS:

- (1) Lead the City in preparing for emergencies and establishing plans to continue critical operations. Priority situations include winter storm preparedness, wild fire preparedness, and earthquake/ tsunamis preparedness.
- (2) Finalize, seek approval for, and train City personnel on the incident command system (ICS), emergency operations center (EOC) operations, continuity of government plans (COOP). Conduct tabletop exercises as needed, implement the City emergency operations plan, and the City continuity of operations plan (COOP) as needed.
- (3) Present reports on Emergency Preparedness Issues to Department Heads, elected officials, and to media as directed.
- (4) Work with City Manager and Department Heads to develop, implement, and maintain emergency operations plans for emergency operations center for the City Police Department (primary EOC), City Shops (1<sup>st</sup> alternate EOC) and the Lincoln City Community center (2<sup>nd</sup> alternate EOC).
- (5) Manage and maintain all emergency supplies and equipment. Suggest new purchases or approaches to emergency preparedness based upon regulatory changes, technology changes, or knowledge gained from outcomes of previous emergency/disaster situations to improve the Cities capabilities.
- (6) Assess the status of the City's compliance with Federal/State regulations, including FEMA and NIMS requirements and bring the City into compliance as needed.

- (7) Manage mitigation, preparedness, response, and recovery projects or initiatives and recommend revisions/improvements to Department Heads and ensuring data security and integrity as assigned.
- (8) Be proficient in and use Microsoft Word, Excel PowerPoint, Adobe Acrobat, Facebook, Twitter and other City programs and systems to perform job duties. This includes using the City e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Develop and maintain professional, respectful, productive and cooperative working relationship with colleagues, customers and the public. This includes representing the City in a positive manner within the organization and to the community.

Other related duties as assigned.

#### JOB QUALIFICATION REQUIREMENTS:

**MANDATORY REQUIREMENTS:** Education and/or experience in the field of Emergency Preparedness or any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. The following skills are required:

- Skills in the use of personal computers, various related software programs and standard office equipment; excellent written and verbal communication skills (including relationship management and presentation skills); analytical skills; project management and organizational skills.
- Demonstrated ability to establish and maintain effective working relationships with employees, City Council members, other entities (such as the County and other community organizations) and the general public is also required.
- Ability to write work reports; maintain records and logs and read and interpret technical manuals, work orders, blueprints, diagrams, and sketches.
- Ability to travel off-site to attend meetings/drills as necessary. Strong leadership skills and be a "self-starter".
- Participate in the preparation and administration of assigned budget, submit recommendations, and monitor expenditures
- Monitor program compliance with laws, rules and regulations related to provisions of emergency management/preparedness and related services.
- Maintain records and develop reports concerning new and ongoing programs and program effectiveness.
- Maintain records for disaster response, recovery and relief programs.

**SPECIAL REQUIREMENTS/LICENSES:** Have a valid Oregon Driver's License. Must pass criminal background check. Complete FEMA Independent Study Courses 100, 200, 235, 700, 800, 907, and 2200 within 12 months of appointment.

**DESIRABLE REQUIREMENTS:** Training and/or certification in ICS, Incident Command Post (ICP) structure and National Incident Management System and other applicable emergency training. Knowledge of Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security Office (DHS), State of Oregon Emergency Management and Lincoln County Emergency Management.

Within the last 10 years have worked an active disaster in the response and recovery phases of a City, County, and State or Federal levels.

Experience coordinating, researching, locating, and administering a variety of grants including Federal Emergency Management Agency grants.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility, including the ability to frequently lift or move materials up to 10 pounds and occasionally lift or move materials up to 40 pounds. Manual dexterity and coordination are required about 60% of the work period while operating equipment such as computers, keyboards, telephones, standard office equipment, maintenance equipment, tools and motorized vehicles.

**WORKING CONDITIONS/WORK ENVIRONMENT:** Work locations are in indoor and outdoor environments. Outdoor work will occur where the employee may be exposed to environmental conditions and to varying and extreme weather conditions for unspecified periods of time and may be exposed to loud noises from construction equipment, dust and traffic.

**SUPERVISORY RESPONSIBILITIES:** No specific supervisory duties will be assigned to this position. However, the successful candidate will be given full authority to request and obtain any and all items needed to ensure City is best placed to handle an Emergency Situation and to ensure City's compliance with all Federal and State requirements.

**SUPERVISION RECEIVED:** Work is performed under the supervision of the Chief of Police. In addition, this position takes direction from the City Manager and works closely with the Police Department Operations Lieutenant.