

City of Chesapeake Class Title: Deputy Coordinator Emergency Services

Job Class Code: 1390	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff, and coordinate and implement emergency services and emergency preparedness plans and programs. The class is responsible for staff supervision, update, as needed, the City's Emergency Services Plan, training, coordination, and reporting. The class works within broad policy and organizational guidelines; regularly exercises discretions; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS
<ul style="list-style-type: none"> Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination. Coordinates and implements emergency services and emergency preparedness plans and programs; monitors progress of program goals and objectives. Provides clarification and guidance in emergency situations and makes decisions as required. Oversees the operational readiness and activation of the City's Emergency Operations Center. Updates and maintains the City's Emergency Services Plan. Serves as liaison with other City departments, schools, military installations, Red Cross, Salvation Army, welfare organizations, federal and state emergency services organizations, neighboring communities, and area disaster relief volunteer organizations. Provides recommendations to City Manager, or designee, and Fire Chief, or designee, for operational issues related to emergency preparedness and recovery. Researches and completes applications for applicable grants. Coordinates and presents public awareness programs for area of responsibility. Develops internet operating policies and procedures, oversees implementation consistent in FEMA guidelines and applicable state and local procedures. Researches and remains current in all application regulations governing emergency management; develops plans, policies, and procedures and documents significant events and activities. Gathers and maintains information/data to support periodic and special reports documenting activities and events for area of responsibility. Attends or conducts staff and other professional meetings to exchange information. Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
Involvement/Things	Supervises the activities of those operating or repairing complex machinery or equipment that requires extended training and experience such as rescue vehicles, firefighting apparatus, or protective equipment.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas; computes discounts, ratios, rates, and percents.
Language Requirements	Read technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; makes presentations to peers and citizens using normal grammar and word form.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

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Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, other City employees, and others in the general public.
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EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in Business Administration, Public Administration, or a closely related field.
Experience	Requires over two years and up to and including four years.
Special Certifications and Licenses	A valid driver's license with an acceptable driving record is required. Emergency Manager certification required.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

ADA REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/16/2020