

City of Chesapeake
Class Title: Incident Management Team Coordinator

Job Class Code: 7344	FLSA Status: Non-Exempt
Pay Code: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION

The purpose of the job classification is to coordinate emergency response deployments and training for the regional Incident Management Team. The job class is responsible for coordinating team activities, managing the program budget, overseeing and approving grant expenditures, and coordinating with other government agencies. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, and recommending removal from team.
- Directs and oversees programs and delivery of services for area of responsibility; ensures compliance with local, state, and federal regulations and laws, and agency guidelines.
- Develops and prepares budgets for area of responsibility; oversees and approves expenditures; prepares financial forms and reports.
- Reviews, monitors, assesses, and consults on cases to determine need for services.
- Assists with development of, and implements, policies and procedures for area of responsibility; ensures compliance with same by staff.
- Stays abreast of new trends or procedures for area of responsibility; provides information and training on changes to staff.
- Develops community placements; interfaces with other programs and agencies.
- Maintains record system for assigned area; reviews/processes daily paperwork including reports, memos, requisitions, and personnel information.
- Conducts utilization reviews; performs quality assurance reviews of records.
- Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- Attends staff, committee, council, or other professional meetings to exchange information; participates in workshops and on task forces to address relevant issues.
- 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.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or descriptive statistics.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; may present training programs.
Mental Requirements	Performs professional level work requiring the application of legal or managerial methods in the solution of technical, administrative, or legal problems; coordinates sub-professional work; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

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Decisions/Supervisory Control	Guides others, making decisions almost constantly, affecting the individual, coworkers, and others who depend on the service or product.
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KNOWLEDGE, SKILLS, AND ABILITIES	
Knowledge	Knowledge of finance, accounting, budgeting, and cost control procedures.
Skills	Clerical, word processing, and/or office skills. Skill in the use of personal computers and related software applications. Skill in organizing resources and establishing priorities. Strong interpersonal and communication skills and the ability to work effectively with a wide range of federal, state, and local emergency response agencies. Records maintenance skills. Advanced writing and editorial skills.
Abilities	Ability to make administrative/procedural decisions and judgments. Ability to coordinate and organize meetings, training, and/or special events. Ability to lead and train team members. Ability to interact with federal, state, and local emergency response agencies in a team environment. Ability to seek out and manage grant funding. Ability to gather and analyze statistical data and generate reports.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires a high school diploma or GED.
Experience	In addition to satisfying the vocational/education standards, this job class requires a minimum of four years of emergency management/services experience and at least one year of program management experience. Experience in logistics and training as well as managing State and/or federal grants is preferred.
Special Certifications and Licenses	Requires a valid driver's license and driving record in compliance with City Driving Standards.
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.

AMERICANS WITH DISABILITIES ACT (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 functions for a given position in a classification.