General Statement of Duties
Performs full performance professional level emergency management work including developing, coordinating, and implementing emergency plans and operating procedures, developing educational and community outreach strategies, analyzing and distributing information concerning natural and man-made emergencies and/or disasters, planning and conducting emergency management exercises and training classes, and developing resource management procedures.

Distinguishing Characteristics
This class performs full performance professional level emergency management work including developing, coordinating, and implementing emergency plans and operating procedures, developing educational and community outreach strategies, analyzing and distributing information concerning natural and man-made emergencies and/or disasters, planning and conducting emergency management exercises and training classes, and developing resource management procedures.

The Emergency Management Specialist is distinguished from the Airport Emergency Operations Specialist that performs specialized level work to develop, test, and evaluate procedures to optimize preparedness to respond to any emergency or disaster at Denver International Airport.

The Emergency Management Specialist is distinguished from the Deputy Director of Emergency Management that administers the Office of Emergency Management in the absence of the director, coordinates the City/County Emergency Operations Plan, and performs rotational duty officer functions and other supervisory duties as assigned.

Guidelines, Difficulty and Decision-Making Level
Guidelines are generally but not always clearly applicable requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review
Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose
Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.
Level of Supervision Exercised

Perform lead work and/or may supervise clerical and/or technical employees.

Essential Duties

Reviews and analyzes city emergency management plans, makes recommendations to revise, update, and improve emergency plans to effectively handle disasters or major emergencies, develops new plans as needed, and ensures that plans are current and adequately address specific emergencies or disasters and that plans conform with federal and state requirements.

Revises, updates, and/or develops city-wide emergency management standard operating procedures, ensures that operating procedures are consistent and understood by emergency management partners/liaisons, and maintains close communication with designated partners/liaisons in order to relay new procedures and developments.

Coordinates with all city departments and private/public organizations that have operational roles in emergency situations for the purpose of developing multi-agency approaches to emergency management planning, gathers, analyzes, and distributes information concerning natural and man-made emergencies/disasters, and coordinates multiple agencies during emergencies and/or exercises.

Conducts risk and threat assessments, works with and advises city departments on their emergency plans, coordinates interdepartmental activities, and advises city officials regarding disaster mitigation, response, and recovery procedures and resources.

Participates in ensuring preparedness, available of equipment and supplies, and readiness of staff and facilities by establishing and maintaining a resources database of city/county properties and all resources from the private/public sectors.

Develops educational and community outreach programs to inform citizens on overall emergency preparedness, works closely with volunteer, community, and business groups to coordinate educational programs and planning efforts, and assists in the preparation of emergency press releases.

Develops and manages the City’s emergency management training and exercise program, and participates in City, Regional and State training and exercise planning processes.

Performs duty officer functions on a rotating basis, serves in the Emergency Operations Center when activated, evaluates emergency/crisis incidents, coordinates agency and city/county response, and performs operational duties at emergency/crisis location.

By position, ensures the readiness of the City’s Emergency Operations Center (EOC) facility and administers the information sharing, communications, warning, and resource management systems and processes.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.
Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Planning and Evaluating – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

Problem Solving – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Teaching Others - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

### Knowledge & Skills

Knowledge of emergency planning and disaster response coordination and knowledge of state and federal laws, regulations, and directives relating to emergency planning and preparedness.

Knowledge of the military, intelligence, public safety and security, occupational health and safety investigations and inspection, rules, regulations, precautions, and preventive techniques for protecting people, data, and property.

### Education Requirement

Bachelor’s Degree in Emergency Management, Political Science, Public Administration, Business Administration, or a related field.

### Experience Requirement

Three (3) years of professional experience in emergency management or a first responder discipline. (All positions will require experience in a specific emergency management area such as planning, operations, community relations, or logistics.)

### Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### Licensure & Certification

By position, requires a valid Driver’s License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

Potential exposure to unpleasant elements (accidents, injuries, and illness).
Subject to varying and unpredictable situations.
Handles emergency or crisis situations.
Subject to many interruptions.
Pressure due to multiple calls and inquiries.
Subject to traffic, roadways, and pedestrians.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- Sitting: remaining in the normal seated position.
- Carrying: transporting an object, usually by hand, arm, or shoulder.
- Balancing: maintaining body equilibrium to prevent falling over.
- Reaching: extending the hand(s) and arm(s) in any direction.
- Handling: seizing, holding, grasping, or otherwise working with hands(s).
- Fingering: picking, pinching, or otherwise working with fingers.
- Talking: expressing or exchanging ideas by means of the spoken word.
- Hearing: perceiving the nature of sounds by the ear.
- Eye/Hand/Foot Coordination: performing work through using two or more.
- Far Acuity: ability to see clearly at 20 feet or more.
- Near Acuity: ability to see clearly at 20 inches or less.
- Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

- Criminal Check
- Employment Verification
- Education Check
- By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

- Pay Grade: A-812
- FLSA Code: Y
- Management Level: 9
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date 9/15/19
- Revised By: Susan O’Neill

**Class History:**

6/11/19 - Updated working environment verbiage. 9/15/19 Distinguishing Characteristics, Level of Supervision Exercised, Pay Grade and title from Emergency Management Coordinator to Emergency Management Specialist.