

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: JUNE 18, 2015**

**CLOSING DATE: JUNE 24, 2015**

**DEPARTMENT:** Health & Emergency Services

**POSITION:** Emergency Management  
Communications Coordinator

**LOCATION:** Globe

**JOB CODE:** 15-051

**OPEN TO GILA COUNTY EMPLOYEES ONLY**

**ANNUAL SALARY:** \$40,252.00-\$45,082.00 DOE

### PURPOSE OF THE JOB

The purpose of this position is to develop, maintain, and improve the interoperability of emergency communications across all Gila County divisions, as well as with the Eastern Region and our State and Tribal partners. Position also serves to coordinate and maintain all technical and operational aspects of emergency management communication systems and additionally maintains the accountability and inventory of this equipment. Position develops capabilities and capacity to communicate for and respond to emergency events through plan development, implementation, ongoing assessment, and updating/exercising of existing plans and strategies. Must have ability to plan, program, prepare, and execute systems, processes, products, terminology, and guidance of complex documents. Experience in applying fact-finding and exploratory techniques and preparing statistical information in written form. Skilled in developing, coordinating and implementing policies and procedures and developing and adjusting plans and schedules for the actions needed to meet multiple project requirements on time.

### SUPERVISORY RESPONSIBILITIES

This position occasionally assigns activities to other employees.

Provides recommendations on: hiring new employees, managing assistants, temporary employees or contractors. Makes final decision on training.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none"><li>Develop, maintain, and improve the interoperability of emergency communications; including the coordination and maintenance of all technical and operational aspects of emergency management communication systems and the accountability and inventory of this equipment.</li></ul>	40%
<ul style="list-style-type: none"><li>Develop, implement, update, and maintain Gila County Division of Public Health and Emergency Services response plans and support annexes to the plans. This could include, but is not limited to: Continuity of Operations, Epidemiological Surveillance and Data Management Plan, Hospital Surge Plan, Jurisdictional Risk Assessment Plan, Mass Fatality Response Plan, SNS Plan, Medical Material Management Plan, Non-Pharmacological Plan, Pandemic Influenza Plan, and Point of Dispensing Plan.</li></ul>	30%
<ul style="list-style-type: none"><li>Establish working relationships with partners and community stakeholders to collaborate on strategic planning initiatives. This includes identifying entity specific roles and responsibilities during emergency response activities.</li></ul>	10%
<ul style="list-style-type: none"><li>Coordinates programmatic outreach with organizations serving client populations that are likely to be disproportionately impacted in an emergency; development and maintenance of strong working relationships with vulnerable population service providers.</li></ul>	5%
<ul style="list-style-type: none"><li>Assess/evaluate effectiveness of emergency response plans and develops and implement effective planning strategies to improve plans and public health emergency preparedness capabilities.</li></ul>	5%
<ul style="list-style-type: none"><li>Assist with Training and Exercise activities and periodically exercise existing emergency response capabilities utilizing the principles of the Homeland Security Exercise and Evaluation Program (HSEEP), National Incident Management System (NIMS) and Incident Command System (ICS).</li></ul>	5%
<ul style="list-style-type: none"><li>Maintain situational awareness and coordinate or implement planning, operations, logistics, and emergency operations center (EOC) resources and strategies of the Incident Command Center (ICC). Develop, document, and provide training on disaster-related topics, including equipment operation to teams, regions, and state and local authorities, partners, and stakeholders.</li></ul>	5%
<ul style="list-style-type: none"><li>Other duties as assigned</li></ul>	

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**BUDGET RESPONSIBILITIES**

This position has no responsibility over any types of budget.

**PROJECT RESPONSIBILITIES**

Provides project support and coordination on organizational planning, organizational development and human resources projects.

**ORAL COMMUNICATION DUTIES**

This position trains colleagues; explains County procedures and responds to public inquiries. Additionally this position must be proficient in NIMS appropriate verbage in all communication platforms.

**WRITTEN COMMUNICATION DUTIES**

This position creates or edits documents, proposals, grants, contracts, internal memos, emails and reports.

**INTERACTIONS WITH THE GENERAL PUBLIC**

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

**INTERACTIONS SPECIFICALLY WITH CUSTOMERS**

Consistently (More than 40% but less than 55% in a year).

**MINIMUM EDUCATION REQUIRED**

Bachelor's Degree (or higher) in Emergency Management or a closely related field.

**MINIMUM YEARS OF EXPERIENCE REQUIRED**

Five (5) years of experience in interoperability and emergency management communications with at least two (2) years of communication systems supervisory experience. Also three (3) years experience writing emergency preparedness/response plans and coordinating or participating in emergency response operations in a collaborative team environment.

**PROFESSIONAL CREDENTIALS REQUIRED**

ICS Certifications for levels 100, 200, 300, 400, 700 and 800.

**KNOWLEDGE REQUIRED**

Communications and media, emergency management procedures, administration & management, customer and personal service, English language and composition, federal, state, local laws, regulations and statutes.

Advanced communication system knowledge including 800, 900, uhf, vhf, digital and RACES and ARES technologies.

**SKILLS REQUIRED**

Analytical thinking, critical thinking, analytical writing, analyzing training needs, developing training strategies, delivering training, developing alternative solutions and troubleshooting.

**ABILITIES REQUIRED**

Solve problems sensibly and swiftly, make sense of multiple information, react in a calm and timely manner, maintain calm demeanor in stressful situation, read and write at college level.

**PHYSICAL DEMANDS**

- Occasionally stands to present, perform public safety duties, perform custodian work. Routinely stands to attend to customers and occasionally stands to attend to reported incidents.
- Constantly sits to complete report, operate computers, complete a program, sits to attend to other duties. Rarely sits to attend to reception areas.
- Regularly lifts under 10 lbs., occasionally lifts up to 25 lbs., occasionally lifts up to 50 lbs., rarely lifts up to 75 lbs.
- Constantly requires dexterity for keyboard operation and special machines.
- Routinely walks to and from work sites, occasionally bends, stoops, kneels, and twists to reach and grab work related materials.

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**WORK ENVIRONMENT**

Typically works in an office environment; rarely spends time in lobby environment. Incumbents in this position may be assigned or may work at other locations such as: Classroom(s), outdoor areas, in and around outside construction areas, automobile.

**SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to safety risk. On rare occasions, may become exposed to verbal abuse by customers, patients, or citizens, physical danger, occasional mechanical hazards, bloodborne pathogen, communicable diseases, respiratory hazards, extreme temperature and wetness and humidity.

**PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Rarely requires the use of safety equipment and biosafety gear.

**CONSEQUENCES OF ERROR**

Potential errors can result in unfavorable public perceptions and legal ramifications.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.