

**CLASS TITLE: Emergency Management Coordinator**

**CHARACTERISTICS OF THE CLASS:** Under supervision, the class performs professional functions in all areas of emergency management including preparedness, mitigation, response and recovery; and performs related duties as required.

**ESSENTIAL DUTIES:** Participates in the on-going development of city wide emergency management plans in preparation for and response to homeland security incidents, emergencies and disaster situations; participates in updating emergency plans to ensure compliance with federal Department of Homeland Security and state requirements and guidelines; collaborates with other city departments and outside agencies to develop and implement operating procedures and action plans to effectively utilize emergency personnel and equipment during emergency or disaster situations; assists in recovery efforts, working with city departments and outside agencies to restore services and operations; participates in the planning and coordination of multi-agency emergency training exercises and drills; responds to major emergencies, natural disasters and homeland security incidents by providing logistical support and coordination of resources at the scene of an incident; staffs the Joint Operations Center (JOC) to assist in coordinating multi-agency response during an emergency, incident or special events and during recovery efforts to restore services and normal operations; conducts research regarding emergency management programs and best practices for inclusion in the city's emergency plans; gathers and tracks data relating to personnel and resource costs associated with emergency management programs.

**RELATED DUTIES:** Assists in conducting emergency preparedness public education campaigns and coordinating volunteer programs.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree plus one year of work experience in emergency management, law enforcement, fire prevention or safety operations, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Must have a valid State of Illinois driver's license.

Code: 8618  
Public Safety Service  
Fire Service Group  
Emergency Communications Series

CLASS TITLE: **Emergency Management Coordinator (Cont'd)**

Knowledge, Abilities and Skill. Some knowledge of emergency management response planning. Some knowledge of the principles governing emergency management operations. Some knowledge of project management principles and practices.

Ability to coordinate emergency management activities with responder departments and agencies. Ability to maintain effective working relationships with local, state and federal emergency management agencies. Ability to implement emergency plans and procedures.

Some skill in assessing emergency situations and determining needed resources. Human relations skills. Good oral and written communication skills.

Physical Requirements. Ability to access emergency or disaster sites.  
Working Conditions. Inside: General office environment.  
Outside: Exposure to hazardous conditions.

Equipment. Safety equipment. Communications equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

September, 2005  
City of Chicago  
Department of Personnel  
Minimum Qualifications Updated: June, 2018