



Code: 8630
Family: Public Safety
Service: Public Safety
Group: Fire Service
Series: Emergency Communications

CLASS TITLE: AVIATION EMERGENCY MANAGEMENT COORDINATOR

CHARACTERISTICS OF THE CLASS

Under direction, designs, plans, and manages the Department of Aviation's emergency preparedness and management activities at both O'Hare and Midway airports, including response, and recovery efforts; and performs related duties as required

ESSENTIAL DUTIES

- Manages professional emergency management staff and directs the functions and operations of the department's emergency management plans
- Coordinates with Aviation personnel and City's local emergency personnel to plan and design the Airports' emergency and continuity response and plans
- Ensures that the department's emergency management plans comply with City and State plans, as well as the federal Department of Homeland Security requirements and guidelines
- Develops, writes, and publishes operating manuals, technical reports, training materials, and operational support documents
- Serves as liaison to federal, state, and local agencies, airlines, tenants, and mutual aid partners to coordinate continuity and restoration plans, coordinating exercises, activities, and services
- Implements airport action plans and coordinates multi-agency efforts during emergencies and disasters
- Conducts multi-situational drills and exercises for responses to include, but not limited to, such emergencies as air crash, air turbulence, air piracy, bomb threats, hazardous material spills, counter-terrorism, business operational interruptions, structural fire, and major natural disasters
- Serves as Exercise Director to plan, design, organize, and execute all functions of major exercises (internal and external)
- Develops and implements emergency and disaster management programs for badged airport employees such as non-structural hazard mitigation and disaster readiness
- Drafts and maintains emergency and disaster readiness education programs and distributes literature for all sectors of the community
- Conducts employee training sessions on emergency management plans and operations to train employees on the proper response techniques and procedures in the event of an emergency

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree, plus five (5) years of project management or emergency management experience, of which two (2) years are in a supervisory role related to the responsibilities of this position, **OR**
- Graduation from an accredited college or university with a Master's degree or higher, plus four (4) years of project management or emergency management experience, of which two (2) years are in a supervisory role related to the responsibilities of this position

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment
- Emergency communications facility environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Two way radio

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *applicable federal, state, and local laws, regulations, and guidelines
- *emergency management response planning, operations, notification procedures, and protocols

Some knowledge of:

- *management and supervisory methods, practices, and procedures
- geographical locations in the City
- City traffic operations and street systems
- safety and security principles and practices

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE ENGAGEMENT - Give full attention to what other people are communicating, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

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Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
February, 2019; May, 2025