



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

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## **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
- Assists in conducting emergency preparedness public education campaigns and coordinating volunteer programs.

**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 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

**Licensure, Certification, or Other Qualifications**

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

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

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

**PHYSICAL REQUIREMENTS**

- No specific requirements

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

Moderate knowledge of:

- \*emergency management operations and response planning
- \*management method, practices, and procedures
- \*coordination of management activities with responder departments and agencies
- \*implementation of emergency plans and procedures

Some knowledge of:

- assessing emergency or disaster sites

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

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**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

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- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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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.

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City of Chicago  
Department of Human Resources  
June, 2018