

Title: Emergency Management Coordinator	Effective Date: June 24, 2017	Grade: XIII	Job Category: Professional
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CHARACTERISTICS OF WORK

Under the general supervision of Staff and Senior Engineers, this position assists in supporting work for the Department’s emergency management activities. It is accountable for the development of staff training exercises and for reviewing, revising and in some cases, the development of emergency plans for department operations in the aftermath of catastrophic events in compliance with federal directives regarding environmental protection, national preparedness and transportation safety.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Plan, organize, and implement emergency management training exercises at the Department’s Central Headquarters and at District Offices to familiarize staff with the Department’s emergency action plans and their responsibilities to other federal, state, and local government agencies in the aftermath of a catastrophic event such as an earthquake, wildfire, flood, tornado, or acts of terrorism.
- Assist in the review, revision and development of emergency and post emergency action plans for Department activities.
- Carry out quality control and quality assurance checks on the Department’s emergency management preparedness measures such as regularly scheduled emergency equipment testing and maintenance activities.
- Give presentations regarding the Department’s emergency management responsibilities and activities at the Central Office and District Headquarters.
- Serve as a point of contact at the Department during an event when the Department’s Emergency Management Liaison Officer is required to be at the State Emergency Operations Center.
- Represent the Department at meetings with other state and local government agencies, and serve at the state emergency operations center when the Liaison Officer is unavailable.
- Create and maintain GIS databases and workspaces and prepare various types of maps, charts, and graphs as needed.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor’s degree from an accredited college or university in emergency management or related field, OR the educational equivalent to a high school diploma plus four years of training or related experience. Ability to develop training exercises and plans to satisfy Department needs. Strong computer skills, including a thorough working knowledge of Microsoft PowerPoint, Excel, Access and Word. General understanding of GIS methodologies and project creation in a GIS platform. Strong organizational skills and attention to detail. Ability to effectively communicate with persons from all levels of learning and educational backgrounds. Ability to plan, coordinate and evaluate training activities to meet training needs. Ability to accurately and effectively develop and deliver plans and training programs to ensure compliance with Department policies and procedures. Valid driver’s license. Available for frequent statewide travel.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

