

THE CITY OF ANNAPOLIS, MARYLAND

CIVIL SERVICE BOARD MINUTES

February 3, 2020

MEMBERS PRESENT: ROBERTO VELOSO, Chair
 JENNIFER BEARD
 ALVIN COLLINS

STAFF PRESENT: Tricia HOPKINS, Human Resources Manager
 KEVIN SIMMONS, Director of OEM

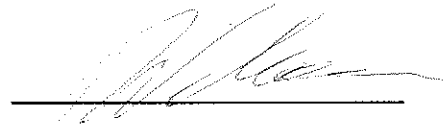
A quorum being present, the Chairperson, Mr. Veloso, called the meeting to order at 8:30 am.

ISSUE BEFORE THE BOARD: Job Descriptions

Department of Office of Emergency Management
 Deputy Director, Emergency Management
 Senior Emergency Management Planner
 Emergency Management Planner
 Exercise, Training & Community Outreach Coordinator
 Emergency Management Grants Coordinator

The job descriptions were unanimously approved with edits.

FOR THE BOARD:



Roberto Veloso, Esq.
Chair

Deputy Director, Emergency Management



Department: Emergency Management

Pay Grade: A14

FLSA Status: Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made, as legally required, to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually listed in this job description.

JOB SUMMARY

Assists Director in the overall administration of the Office of Emergency Management to ensure implementation and effectiveness of emergency management concepts, principles and operations. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

- Acts as Director in his/her absence;
- Manages every area of the Office of Emergency Management mission: planning, response, training and exercise, outreach, and grants management;
- Ensures capabilities are in place to manage consequences of disasters from all-hazards, including developing plans, such as emergency, continuity, hazard mitigation, recovery, evacuation, and shelter plans, among others;
- Maintains the readiness of the Emergency Operation Center and staff;
- Activates and supports Emergency Operations Center (EOC) during activations. EOC activations can occur at any hour without notice;
- Functions under essential personnel provisions and must be able to report to the EOC within 45-60 minutes;
- Operates all Emergency Operations Center software and equipment, including the community notification system;
- Implements and manages all components of the Emergency Operations Plan;
- Uses and administers WebEOC for incident tracking purposes;
- Serves as the 24/7 on call On-Call Emergency Manager on a rotating schedule that will include nights, weekends and holidays;
- Supports the Joint Information Center;
- Essential member of Unified Command during Emergency Operations Center activations in the absence of the Director of the Office of Emergency Management;
- Gives direction and counsel to various City officials;
- Consults with officials of local and area governments, schools, hospitals, and other institutions to determine their needs and capabilities in the event of a natural disaster or other emergency;
- Manages OEM budget, is responsible for OEM grant activities, grant compliance and aggressively pursues new and existing funding opportunities to advance the mission areas of the Office;
- Assists with media relations and public outreach activities;
- Monitors activities or changes that could affect the likelihood of an emergency, including those that could affect response efforts and details of emergency operations plan implementation;
- Proposes modification and upgrading of emergency response procedures, equipment and plans based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations;
- Monitors changes to federal, state, and local regulations affecting emergency plans and ensures that those plans adhere to regulations;
- Procures resources and/or develops MOUs to ensure the city has sufficient equipment and supplies for all-hazards preparedness;

- Develops and implements City strategic planning efforts relative to domestic preparedness and conducts threat and vulnerability assessments;
- Support efforts to manage consequences of disasters from all-hazards, including developing plans, such as emergency, continuity, hazard mitigation, recovery, evacuation, and shelter plans, among others;
- Coordinates disaster response or crisis management activities;
- Collaborates with other officials to prepare and analyze damage assessments following disasters or emergencies; and
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience

Bachelor's degree in Emergency Management or related field from an accredited college or university and three years of professional level experience to include leadership and managerial functions that provide the required knowledge, skills and abilities; Master's degree and/or Certified Emergency Manager (CEM) designation preferred.

Special Qualifications:

Possession of a valid Driver's License.

Consent to chemical substance screening consistent with mandated Federal, State and City guidelines and programs to include drug and alcohol testing.

Knowledge, Skills and Abilities:

- Knowledge of emergency management principles, practices, methods, techniques, and equipment.
- Knowledge of emergency mitigation, preparedness, response and recovery.
- Knowledge, skills and ability to lead and provide guidance in emergency management practices.
- Knowledge of emergency management organizations and administration, related laws, protocols, rules and regulations.
- Skill in leadership, training and supervision.
- Ability to use good judgment, tact and courtesy.
- Ability to assist in planning, organizing, directing and administering emergency management functions and activities.
- Ability to train, supervise and evaluate the work of emergency management personnel.
- Ability to apply emergency management principles, practices, methods and techniques.
- Ability to supervise record keeping and reports for FEMA, MEMA and other federal, state, or local agencies.
- Ability to maintain appropriate certifications as required by local, state and/or federal mandates.
- Ability to establish and maintain effective working relationships with superiors, subordinates, colleagues and the general public and to communicate effectively orally and in writing.
- Ability to operate small office equipment, including copy machines or multi-line telephone systems.
- Ability to operate computers for data entry, word processing and/or recordkeeping purposes.
- Ability to operate hand held electronic devices including tablets, cell phones and portable radios.
- Ability to create and guide implementation of capital improvement plans or programs.
- Ability to create plans for and guide implementation of major construction projects.
- Ability to complete the following trainings within 1 year of hire: Professional Development Series (PDS); ICS 100, 200, 300 and 400; Homeland Security Exercise Evaluation Program (HSEEP).

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing ability: sufficient to maintain body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Crouching ability: sufficient to bend the body downward and forward by bending leg and spine.
- Dexterity ability: sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Handling ability: sufficient to pick, hold, or otherwise work, primarily with the whole hand
- Hearing ability: sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling ability: sufficient to bend legs at knee to come to a rest on knee or knees.
- Lifting ability: sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Pulling ability: sufficient to use upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing ability: sufficient to use upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching ability: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking ability: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing ability: Particularly for sustained periods of time.
- Visual ability: sufficient to operate a vehicle by both day and night, to observe emergency scene actions taking place, observe traffic in the vicinity of an emergency scene, to read and write reports, correspondence, etc.
- Walking ability: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

WORKING CONDITIONS

Work is typically performed in a safe and secure work environment that may periodically have unpredicted requirements or demands. Deployment in emergency, disaster or crisis and may require personnel to operate in situations that present multiple hazards.



Senior Emergency Management Planner



Department: Emergency Management

Pay Grade: A13

FLSA Status: Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made, as legally required, to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually listed in this job description.

JOB SUMMARY

This position is located at the Office of Emergency Management. The position requires extensive knowledge and understanding of emergency management concepts, principles, and operations. This is an essential position which reports to and is supervised by the Director of Emergency Management or his/her designee. The Senior Emergency Management Planner acts as the Deputy Director in his or her absence.

JOB FUNCTIONS

Essential

- Activates and supports Emergency Operations Center (EOC) during activations. EOC activations can occur at any hour without notice.
- Functions under essential personnel provisions and must be able to report to the EOC within 45-60 minutes.
- Operates all Emergency Operations Center software and equipment, including the community notification system.
- Implement and manage components of the Emergency Operations Plan.
- Uses and administers WebEOC for incident tracking purposes.
- Serves as the 24/7 on call On-Call Emergency Manager on a rotating schedule that will include nights, weekends and holidays.
- Assists as a call taker in the Call Center during emergencies.

Planning

- Manages, develops and completes a comprehensive set of plans for the City and the Office of Emergency Management;
- Responsible for drafting or reviewing essential plans and documents that originate from the Office of Emergency Management including the Emergency Operations Plan, Continuity of Government Plan, Continuity of Operations Plan, Natural Hazard Mitigation Plan, Recovery Plan, Point of Distribution Plan, Debris Management Plan and various Emergency Action Plans;
- Ensures that plans support the National Preparedness System frameworks of prevention, protection, mitigation, response, and recovery;
- Conducts extensive research covering best practices, guidelines, statutes, and other areas in order to support comprehensive planning;
- Maintains compliance with guidelines from the Maryland Emergency Management Agency and the Federal Emergency Management Agency;
- Uses effective writing skills to clearly and concisely explain planning concepts to a wide range

- of audiences;
- Coordinates with individuals at all levels of City government in addition to residents, businesses and the public in order to draft, complete, and update, revise, and sustain plans;
- Assists the City in maintaining eligibility for FEMA disaster reimbursement funding by completing and obtaining federal certification of federally required plans;
- Monitors and identifies State and federal planning requirements and ensures the Office is in compliance and up to date;
- Establishes and maintains correspondence, documentation and other files which are essential to the success of planning initiatives;

Other

- Supports office operations;
- Delivers presentations to the City Council, community groups and other individuals relating to planning initiatives;
- Attends training, meetings and briefings throughout the region that pertain to planning efforts;
- Serves as a representative of the City of Annapolis and the Office of Emergency Management at various committees, meetings and events;
- Seeks innovative methods by which to prepare and inform the community;
- Performs a wide variety of management duties, types and operate word processing equipment and assists in other duties as directed or as necessary;
- Manages complex programs and projects and may direct personnel assigned to that project and works on independent projects as assigned;
- Supports every area of the Office of Emergency Management mission: planning, response, training and exercise, outreach, and grants management; and
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience

Bachelor's degree in Emergency Management or related field from an accredited college or university and two years of professional level experience that provide the required knowledge, skills and abilities; Master's degree and/or Certified Emergency Manager (CEM) designation preferred.

Special Qualifications:

Possession of a valid Driver's License.

Consent to chemical substance screening consistent with mandated Federal, State and City guidelines and programs to include drug and alcohol testing.

Knowledge, Skills and Abilities:

- Working knowledge of social media platforms.
- Knowledge of emergency management systems and software.
- Knowledge of federal and state grant guidance, rules, regulations, and administration.
- Knowledge of the core principles of mitigation, preparedness, response, and recovery.
- Knowledge of emergency management principles, practices, methods, and techniques.
- Knowledge of emergency management organizations and administration, related laws, protocols, laws, rules and regulations.
- Ability to use good judgment, tact and courtesy.
- Ability to exhibit attention to detail with accuracy and precision while accomplishing tasks.
- Demonstrated practice and ability of skilled, experienced, and persuasive writing.
- Ability to operate small office equipment, including copy machines or multi-line telephone systems.
- Ability to operate computers for data entry, word processing and/or recordkeeping purposes.
- Ability to operate hand held electronic devices including tablets, cell phones and portable radios.

- Ability to expediently process a workload that includes several complicated administrative tasks that update frequently.
- Ability to communicate effectively verbally and in writing, including complex ideas; ability to interpret statistical data; ability to develop instructional programs; ability to adapt instructional methods to various target audiences.
- Ability to complete the following trainings within 1 year of hire: ICS 100, 200, 300 and 400; Homeland Security Exercise Evaluation Program (HSEEP).

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing ability: sufficient to maintain body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Crouching ability: sufficient to bend the body downward and forward by bending leg and spine.
- Dexterity ability: sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Handling ability: sufficient to pick, hold, or otherwise work, primarily with the whole hand
- Hearing ability: sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling ability: sufficient to bend legs at knee to come to a rest on knee or knees.
- Lifting ability: sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Pulling ability: sufficient to use upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing ability: sufficient to use upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching ability: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking ability: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing ability: Particularly for sustained periods of time.
- Visual ability: sufficient to operate a vehicle by both day and night, to observe emergency scene actions taking place, observe traffic in the vicinity of an emergency scene, to read and write reports, correspondence, etc.
- Walking ability: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

WORKING CONDITIONS

Work is typically performed in a safe and secure work environment that may periodically have unpredicted requirements or demands. Deployment in emergency, disaster or crisis and may require personnel to operate in situations that present multiple hazards.



Emergency Management Planner

Department: Emergency Management

Pay Grade: A12

FLSA Status: Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made, as legally required, to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually listed in this job description.

JOB SUMMARY

This position is located at the Office of Emergency Management. The position requires extensive knowledge and understanding of emergency management concepts, principles and operations. This is an essential position which reports to and is supervised by the Director of Emergency Management or his/her designee.

JOB FUNCTIONS

Essential

- Activates and supports Emergency Operations Center (EOC) during activations. EOC activations can occur at any hour without notice;
- Functions under essential personnel provisions and must be able to report to the EOC within 45-60 minutes;
- Operates all Emergency Operations Center software and equipment, including the community notification system;
- Implements and manages components of the Emergency Operations Plan;
- Uses and administers WebEOC for incident tracking purposes;
- Serves as the 24/7 on call On-Call Emergency Manager on a rotating schedule that will include nights, weekends and holidays;
- Assists as a call taker in the Call Center during emergencies;

Planning

- Responsible for drafting or reviewing essential plans and documents that originate from the Office of Emergency Management including the Emergency Operations Plan, Continuity of Government Plan, Continuity of Operations Plan, Natural Hazard Mitigation Plan, Recovery Plan, Point of Distribution Plan, Debris Management Plan and various Emergency Action Plans;
- Ensures that plans support for the National Preparedness System frameworks of prevention, protection, mitigation, response, and recovery;
- Conducts extensive research covering best practices, guidelines, statutes, and other areas in order to support comprehensive planning;
- Maintains compliance with guidelines from the Maryland Emergency Management Agency and the Federal Emergency Management Agency;
- Uses effective writing skills to clearly and concisely explain planning concepts to a wide range of audiences.
- Coordinates with individuals at all levels of City government in addition to residents, businesses and the public in order to draft, complete, and update, revise, and sustain plans.
- Assists the City in maintaining eligibility for FEMA disaster reimbursement funding by completing and obtaining federal certification of federally required plans.
- Monitors and identifies State and federal planning requirements and ensures the Office is in

- compliance and up to date.
- Establishes and maintains correspondence, documentation and other files which are essential to the success of planning initiatives.

Other

- Supports office operations;
- Delivers presentations to the City Council, community groups and other individuals relating to planning initiatives;
- Attends training, meetings and briefings throughout the region that pertain to planning efforts;
- Act as a representative of the City of Annapolis and the Office of Emergency Management at various committees, meetings and events when assigned;
- Seeks innovative methods by which to prepare and inform the community.
- Performs a wide variety of management duties, types and operate word processing equipment and assists in other duties as directed or as necessary;
- Works on independent projects as assigned;
- Supports every area of the Office of Emergency Management mission: planning, response, training and exercise, outreach, and grants management; and
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience

Bachelor's degree in Emergency Management or related field from an accredited college or university or a combination of at least two years professional level experience in a related field and a minimum of 60 college credits which provide the required knowledge, skills and abilities.

Special Qualifications:

Possession of a valid Driver's License.

Consent to chemical substance screening consistent with mandated Federal, State and City guidelines and programs to include drug and alcohol testing.

Knowledge, Skills and Abilities:

- Working knowledge of social media platforms;
- Knowledge of emergency management systems and software;
- Knowledge of federal and state grant guidance, rules, regulations, and administration;
- Knowledge of the core principles of mitigation, preparedness, response, and recovery;
- Knowledge of emergency management principles, practices, methods, and techniques;
- Knowledge of emergency management organizations and administration, related laws, protocols, laws, rules and regulations;
- Ability to use good judgment, tact and courtesy;
- Ability to exhibit attention to detail with accuracy and precision while accomplishing tasks;
- Ability to communicate ideas effectively both orally and in writing;
- Ability to operate small office equipment, including copy machines or multi-line telephone systems;
- Ability to operate computers for data entry, word processing and/or recordkeeping purposes;
- Ability to operate hand held electronic devices including tablets, cell phones and portable radios;
- Ability to expediently process a workload that includes several complicated administrative tasks that update frequently;
- Ability to;
- Ability to interpret statistical data; ability to develop instructional programs; ability to adapt instructional methods to various target audiences; and

- Ability to complete the following trainings within 1 year of hire: ICS 100, 200, 300 and 400; Homeland Security Exercise Evaluation Program (HSEEP).

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing ability:** sufficient to maintain body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Crouching ability:** sufficient to bend the body downward and forward by bending leg and spine.
- **Dexterity ability:** sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Handling ability:** sufficient to pick, hold, or otherwise work, primarily with the whole hand
- **Hearing ability:** sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling ability:** sufficient to bend legs at knee to come to a rest on knee or knees.
- **Lifting ability:** sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** sufficient to make rational decisions through sound logic and deductive processes.
- **Pulling ability:** sufficient to use upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing ability:** sufficient to use upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching ability:** sufficient to extend hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking ability:** sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing ability:** Particularly for sustained periods of time.
- **Visual ability:** sufficient to operate a vehicle by both day and night, to observe emergency scene actions taking place, observe traffic in the vicinity of an emergency scene, to read and write reports, correspondence, etc.
- **Walking ability:** sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

WORKING CONDITIONS

Work is typically performed in a safe and secure work environment that may periodically have unpredicted requirements or demands. Deployment in emergency, disaster or crisis and may require personnel to operate in situations that present multiple hazards.



Exercise, Training & Community Outreach Coordinator

Department: Emergency Management

Pay Grade: A 12

FLSA Status: Non-Exempt



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made, as legally required, to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually listed in this job description.

JOB SUMMARY

This position is located at the Office of Emergency Management. The position requires extensive knowledge and understanding of emergency management concepts, principles and operations in the development and implementation of an exercise and training program for the City of Annapolis' emergency services. This position reports to and is supervised by the Director of Emergency Management or designee. The position is classified as essential and is required to report to work at the Emergency Operation Center during emergencies, disasters or crises.

JOB FUNCTIONS

Essential

- Activates and supports the Emergency Operations Center (EOC) during activations. EOC activations can occur at any hour without notice;
- Functions under essential personnel provisions and must be able to report to the EOC within 45-60 minutes;
- Operates all Emergency Operations Center software and equipment, including the community notification system;
- Implements and manages components of the Emergency Operations Plan;
- Uses and administers WebEOC for incident tracking purposes;
- Serves as the 24/7 on call On-Call Emergency Manager on a rotating schedule that will include nights, weekends and holidays;
- Assists as a call taker in the Call Center during emergencies;

Exercise

- Coordinates the Citywide Preparedness Exercise under the direction and discretion of the Director or his or her designee;
- Plans, conducts, and assists in the facilitation of local drills, exercises, and corrective action plans in collaboration with local, statewide, and federal partners;
- Develops a Citywide Exercise & Training Committee;
- Utilizes the Homeland Security Exercise Evaluation Program and incorporates into the emergency operations plan for city government;
- Identifies statutory, grant, emergency and disaster exercise requirements;

Training

- Develops and implements a multi-year exercise and training plan;

- Works closely with Emergency Management planners and other personnel to develop training and exercise initiatives for completed and updated plans;
- Attends training, meetings and briefings pertaining to the responsibilities of the position;
- Coordinates training for emergency management related programs for City employees;
- Establishes and maintains correspondence, documentation and other files that are essential to the success of the exercise and training program;
- Provides City-based training to the Community Emergency Response Team (CERT), citizens and the community;
- Monitors and reports status of National Incident Management System training to Maryland Emergency Management Agency;

Outreach

- Prepares and delivers emergency preparedness presentations to local organizations and community groups;
- Develops, plans, implements and markets educational programs for the City residents, special populations, business and the public;
- Develops a plan for outreach on social media and innovate new ways to communicate the preparedness message to every segment of the public;
- Manages and serves as the point of contact for all Emergency Management systems related to outreach including the Emergency Notification System, Prepare Me Annapolis App, social media, the website, and more;
- Assists with public information duties;

Other

- Supports office operations;
- Delivers presentations to the City Council, community groups and other individuals relating to planning initiatives;
- Attends training, meetings and briefings throughout the region that pertain to training and exercise efforts;
- Serves as a representative of the City of Annapolis and the Office of Emergency Management at various committees, meetings and events as assigned;
- Seeks innovative methods by which to prepare and inform the community;
- Conduct research needed to draft letters, reports and other related documents;
- Performs a wide variety of management duties, types and operates word processing equipment, and assists in other duties as directed or as necessary;
- Works on independent projects as assigned;
- Supports every area of the Office of Emergency Management mission: planning, response, training and exercise, outreach, and grants management; and
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience

Bachelor's degree in Emergency Management or related field from an accredited college or university or a combination of at least two years professional level experience in a related field and a minimum of 60 college credits which provide the required knowledge, skills and abilities.

Special Qualifications:

Possession of a valid Driver's License.

Consent to chemical substance screening consistent with mandated Federal, State and City guidelines and programs to include drug and alcohol testing.

Knowledge, Skills and Abilities:

- Working knowledge of social media platforms.

- Knowledge of emergency management systems and software.
- Knowledge of federal and state grant guidance, rules, regulations, and administration.
- Knowledge of the core principles of mitigation, preparedness, response, and recovery.
- Knowledge of emergency management principles, practices, methods, and techniques.
- Knowledge of emergency management organizations and administration, related laws, protocols, laws, rules and regulations.
- Ability to use good judgment, tact and courtesy.
- Ability to exhibit attention to detail with accuracy and precision while accomplishing tasks.
- Ability to communicate effectively verbally and in writing.
- Ability to operate small office equipment, including copy machines or multi-line telephone systems.
- Ability to operate computers for data entry, word processing and/or accounting purposes.
- Ability to operate hand held electronic devices including tablets, cell phones and portable radios.
- Ability to expediently process a workload that includes several complicated administrative tasks that update frequently.
- Ability to interpret statistical data; ability to develop instructional programs; ability to adapt instructional methods to various target audiences.
- Ability to complete the following trainings within 1 year of hire: ICS 100, 200, 300 and 400; Homeland Security Exercise Evaluation Program (HSEEP).

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing ability:** sufficient to maintain body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Crouching ability:** sufficient to bend the body downward and forward by bending leg and spine.
- **Dexterity ability:** sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Handling ability:** sufficient to pick, hold, or otherwise work, primarily with the whole hand
- **Hearing ability:** sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling ability:** sufficient to bend legs at knee to come to a rest on knee or knees.
- **Lifting ability:** sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** sufficient to make rational decisions through sound logic and deductive processes.
- **Pulling ability:** sufficient to use upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing ability:** sufficient to use upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching ability:** sufficient to extend hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking ability:** sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing ability:** Particularly for sustained periods of time.
- **Visual ability:** sufficient to operate a vehicle by both day and night, to observe emergency scene actions taking place, observe traffic in the vicinity of an emergency scene, to read and write reports, correspondence, etc.

- Walking ability: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

WORKING CONDITIONS

- Work is typically performed in a safe and secure work environment that may periodically have unpredicted requirements or demands. Deployment in emergency, disaster or crisis and may require personnel to operate in situations that present multiple hazards.

Emergency Management Grants Coordinator



Department: Emergency Management

Pay Grade: A08

FLSA Status: Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made, as legally required, to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually listed in this job description.

JOB SUMMARY

Essential position that coordinates grants administered by the Office of Emergency Management, supports office operations, participates in incident management activities, provides assistance to every mission area within emergency management to include Planning, Response, Training and Exercise and Outreach, and does related work as required.

ESSENTIAL JOB FUNCTIONS

- Conducts and coordinates grants administrative duties with points of contact within the City of Annapolis and at all levels of government and the private sector;
- Activates and supports Emergency Operations Center (EOC) during activations. EOC activations can occur at any hour without notice;
- Implement and manage components of the Emergency Operations Plan;
- Serves as the 24/7 on call On-Call Emergency Manager on a rotating schedule that will include nights, weekends and holidays;
- Assists as a call taker in the Call Center during emergencies;
- Functions under essential personnel provisions and must be able to report to the EOC within 45-60 minutes;
- Supports office operations;
- Monitors and orders supplies and inventory;
- Performs clerical work such as scheduling and bi-weekly payroll;
- Supports every area of the Office of Emergency Management mission: planning, response, training and exercise, outreach, and grants management;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience

Associate's degree or 60 college credits in Emergency Management or related field from a college or university of recognized standing and three years of administrative support level experience to provide the necessary knowledge, skills and abilities that are required or an equivalent combination of education and experience; Possession of Certified Emergency Manager (CEM) designation preferred.

Special Qualifications:

Possession of a valid Driver's License.

Consent to chemical substance screening consistent with mandated Federal, State and City guidelines and programs to include drug and alcohol testing.

Knowledge, Skills and Abilities:

- Knowledge of emergency management principles, practices, methods, techniques, and equipment.
- Knowledge of emergency mitigation, preparedness, response and recovery.
- Working knowledge of social media platforms.
- Knowledge of emergency management systems and software.
- Knowledge of federal and state grant guidance, rules, regulations, and administration.
- Knowledge of emergency management principles, practices, methods, techniques.
- Knowledge of the core principles of mitigation, preparedness, response, and recovery.
- Knowledge of emergency management organizations and administration, related laws, protocols, laws, rules and regulations.
- Ability to use good judgment, tact and courtesy.
- Possesses careful attention to detail and focuses on precision and accuracy in accomplishing tasks.
- Demonstrated practice and ability of skilled, experienced, and persuasive writing.
- Ability to expediently process a workload that includes several complicated administrative tasks that update frequently.
- Ability to provide administrative support of homeland security grants using multiple online management systems and to maintain compliance with the policies and procedures of the City of Annapolis, State of Maryland, and various federal authorities.
- Ability to apply emergency management principles, practices, methods and techniques.
- Ability to establish and maintain effective working relationships with superiors, subordinates, colleagues and the general public and to communicate effectively orally and in writing.
- Ability to operate small office equipment, including copy machines or multi-line telephone systems.
- Ability to operate computers for data entry, word processing and/or accounting purposes. Knowledge of databases such as Microsoft Access is a plus.
- Ability to act as a representative of the City of Annapolis and the Office of Emergency Management at various committees, meetings and events.
- Ability to complete the following trainings within 1 year of hire: Professional Development Series (PDS); ICS 100, 200, 300 and 400; NIMS 700 and 800.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing ability: sufficient to maintain body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Crouching ability: sufficient to bend the body downward and forward by bending leg and spine.
- Dexterity ability: sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Handling ability: sufficient to pick, hold, or otherwise work, primarily with the whole hand
- Hearing ability: sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling ability: sufficient to bend legs at knee to come to a rest on knee or knees.
- Lifting ability: sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Pulling ability: sufficient to use upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.

- Pushing ability: sufficient to use upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching ability: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking ability: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing ability: Particularly for sustained periods of time.
- Visual ability: sufficient to operate a vehicle by both day and night, to observe emergency scene actions taking place, observe traffic in the vicinity of an emergency scene, to read and write reports, correspondence, etc.
- Walking ability: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

WORKING CONDITIONS

Work is typically performed in a safe and secure work environment that may periodically have unpredicted requirements or demands. Deployment in emergency, disaster or crisis and may require personnel to operate in situations that present multiple hazards.

