

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made 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 performing of their duties just as though they were written out in this job description.*

### Division Chief of Emergency Management

**Department:** Fire  
**Pay Grade:** 516  
**FLSA Status:** Exempt  
**Job Code:** FR55

#### JOB SUMMARY

Under the direction of the Fire Chief, the purpose of this position is to serve as the City's Emergency Management Coordinator and to direct, manage, supervise, and coordinate Emergency Preparedness activities and operations within the City of Roswell, including goals, objectives, policies, procedures, preparation, research, analysis, forecasting, grant management, and contract administration. The normal daily role is to act on behalf of the Fire Chief to build local readiness and community resilience by developing local emergency plans in coordination with the county, state, and federal governments. This position will coordinate all activities relating to the prevention, mitigation, preparedness, response, and recovery of natural and man-made disasters and major emergencies within the City of Roswell.

#### ESSENTIAL JOB FUNCTIONS

- Represents the Fire Chief and coordinates with local, state, and federal agencies, the private sector, public authorities, and non-profit organizations.
- Develops an effective emergency management program and serves as the key leader in all activities relating to prevention, mitigation, preparedness, response, and recovery efforts.
- Ensures compliance with local, state, and Federal rules, regulations, and standards concerning emergency management and hazardous materials incidents.
- Collects, maintains, analyzes, and interprets data and provides recommendations to the Fire Chief.
- Develops Emergency Management budget recommendations.
- Promotes public awareness of emergency preparedness; organizes and presents public awareness campaigns; prepares and conducts meetings and presentations for community groups, neighborhood associations, business and industry, schools, etc.

- Coordinates emergency management education and training programs such as Emergency Operations Center (EOC) activation training, including basic and advanced National Incident Management System (NIMS) training for employees (especially those serving in the Emergency Operations Center), and maintains training records.
- Plans, develops and maintains emergency plans for the City and City Departments, including annual updates. These plans may include:
  - Threat and Hazard Identification and Risk Assessment (THIRA)
  - Multi-Year Training and Exercise Plan (MYTEP)
  - Continuity of operations plans (COOP)
  - Inclement Weather Plans
  - Emergency Communications Plan
  - Emergency Operations Center (EOC) Activation Plan
  - The City of Roswell's portion of the Fulton County Hazard Mitigation Plan
- Procures federal and state assistance through emergency management channels and federal assistance grant programs.
- Coordinates the development of Incident Action Plans (IAPs) for emergency incidents, disasters, and special events within the City.
- Coordinates the development of After Action Reports (AARs) for post-emergency incidents, disasters, and special events within the City.
- Monitors and relays weather conditions utilizing weather-tracking systems.
- Plans, designs, and executes emergency response exercises.
- Operates emergency communication systems and equipment.
- Activates, staffs, and maintains the Emergency Operations Center (EOC).
- Assists in response and recovery activities in the event of an emergency.
- Oversees Early Notification Systems and sirens.
- Develops Emergency Response Messaging and Alerts and Crisis Communication Strategies.
- Provides guidance to the Roswell Policy Group during incidents/disasters.
- Maintains damage assessment plan for critical infrastructure and key resources.
- Works with the Finance Department to support FEMA reimbursement.
- Coordinates and conducts school, county, and/or multi-agency emergency disaster exercises following the Homeland Security Exercise Evaluation and Planning (HSEEP) guidelines to evaluate planning and preparedness; coordinates emergency management training through Georgia Emergency Management Agency (GEMA).

**EMERGENCY RESPONSE STATUS:** As a condition of employment, this position will be required to work as directed during an undeclared and/or declared emergency. The employee is subject to recall around the clock for emergency response operations, required to be on-call, and/or work rotating shifts, including weekends and holidays as deemed necessary, work at locations other than the normal work location, and may include duties other than those specified in the official job description.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:**

- Bachelor's Degree in Emergency Management, Public Administration, or related field; Seven (7) years of continuous supervisory experience and/or training in the field of emergency management or fire service management; or any equivalent combination of

education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Licenses or Certifications:**

- Incident Command System (ICS) 100, 200, 300, 400, 700, and 800 within one year of employment.
- Georgia Emergency Management Basic Certification within 24 months of employment.

**Preferred Qualifications:**

- Master's degree in emergency management, public administration, or public safety.
- Possession of a State of Georgia or NPQ Firefighter I Certification.
- Possession of a State of Georgia EMT or NREMT Certification.
- Certification in the following Command or General Staff Incident Command System (ICS) positions; Liaison Officer, Public Information Officer, Safety Officer, Operations Section Chief, Planning Section Units or Planning Section Chief, Logistics Section Units or Logistics Section Chief, and/or Finance/Administration Section Units or Finance/Administration Section Chief.
- Chief Fire Officer (CFO) designation, Executive Fire Officer (EFO) Certification, or Job performance requirements for Fire Officer III/IV as outlined in the current National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications.

**Other/Special Requirements:**

- Requires a comprehensive background investigation to include a local, state, and federal criminal history check, financial background, and sex offender registry check.
- Requires satisfactory results from a high-risk medical evaluation and pre-employment substance abuse testing and is subject to random controlled substance testing.
- If fire certified, successfully meet the minimum physical agility requirements established by the Georgia Firefighters Standards and Training Council and the minimum medical fitness requirements of the NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments, as determined by the Fire Chief.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia within three months of being hired, with a satisfactory MVR.

**Knowledge, Skills, and Abilities:**

- Knowledge of the organization of local government, the function of various departments, agencies, and external organizations, and their roles and responsibilities.
- Comprehensive knowledge of the functional activities required in the management of a large public safety organization.
- Ability to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies, and/or methods to meet unique or unusual conditions.
- Ability to operate an automobile, personal computer, general office equipment, digital camera, or other equipment as necessary to complete essential functions.
- Skilled in the use of Microsoft Word, Excel, PowerPoint, e-mail software, and other computer programs.
- Plans and manages broad areas of responsibility and/or highly complex functions.

- Collaborates with colleagues in a way that builds upon ideas and takes personal accountability and ownership of projects, roles, and assignments.
- Openly exhibits a positive attitude, in word and action, and encourages others to do the same.
- Ensures thoughtful risk-taking and a focus on achieving results in all activities.
- Facilitates alignment of all operations with the strategic direction of the organization.
- Participates as a member of or leads cross-functional and/or external project teams for the Department and City.
- Facilitates meetings with City and department staff as needed.
- Represents the City at professional meetings; coordinates educational activities and training with other City departments and with outside agencies.
- Initiates projects of diverse scope, longer-term time frames, and significant complexity.
- Performs analyses by utilizing organizational performance measures and data reporting tools to identify trends, opportunities, or other patterns for service delivery.
- Demonstrates critical thinking, organizational, strategic planning, and problem-solving skills.
- Communicates effectively under pressure and makes quick decisions as disasters change and develop.
- Able to plan, assign, supervise and review the work of designated staff.
- Effectively communicates verbally and in writing using multi-media tools.
- Prepares clear and concise reports.
- Makes presentations to City Council, citizens, civic and governmental organizations.

#### **PHYSICAL DEMANDS**

The work is light work which requires the ability to exert very moderate effort, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions. Public speaking functions are conducted indoors in auditoriums, gyms, churches, conference rooms, etc. Fieldwork may be in various outdoor settings, which may result in exposure to adverse weather and environmental conditions. On emergency scenes, the employee may be exposed to heat, smoke, noise, dust, dirt, machinery, irritating chemicals, infectious diseases, inclement weather, and hazardous conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*