



CITY OF ANN ARBOR, MICHIGAN  
POSITION DESCRIPTION

## Emergency Management Specialist

<b>Job Code:</b> 000360	
<b>Service Area:</b> Safety Services	
<b>Service Unit:</b> Fire	
<b>Salary Grade (Non-Union):</b> 4	<b>Pay Scale (Union):</b> N/A <b>CP:</b> No
<b>Exemption Status:</b> Non-Exempt	
<b>Accountable To:</b> Emergency Management Coordinator	
<b>Union/Non-Union:</b> Non-Union	
<b>Union Name:</b> N/A	
<b>Essential Driver:</b> Yes	
<b>Telecommuting Eligible:</b> Hybrid	
<b>Responsible for supervising the following positions:</b> N/A	
<b>Description Prepared By</b> Sydney Parmenter 11/8/2023, 2/5/2024 HR Review – CL, HK 2/8/2024, 5/22/2024 Legal Review of Physical Requirements – MR 3/11/2022	

**Date Position Description Finalized**

5/22/2024

**Role Summary**

This position is responsible for assisting the Emergency Management Coordinator in developing and implementing emergency management plans and programs that prepare the City of Ann Arbor to mitigate, respond to, and recover from all hazards. With an understanding of whole community emergency planning, hazard mitigation, social equity, risk communication, public information and warning, the basic principles of emergency management, and the disaster cycle, this professional will build upon the City of Ann Arbor's emergency management and resilience program. This position requires strong communication, problem-solving, partnership and trust-building skills, as well as knowledge of emergency management, climate change, and community resilience.

**Duties**

Duties are performed under the general supervision of the Emergency Management Coordinator or designee and may include the following:

Essential Duties

- Supports the City's Emergency Management Coordinator during incidents that require activation of the City's Emergency Operations Center (EOC).
- Supports the City's Emergency Management Coordinator with the update of the City's Emergency Operations Plan (EOP) and annexes.
- Maintains emergency contact lists and is responsible for communicating and coordinating with key community stakeholders prior to and during an emergency.
- Develops and implements emergency management training and exercises that are compliant with the National Incident Management System (NIMS) and the Homeland Security Exercise and Evaluation (HSEEP) program.
- Assist with developing briefings and After Action Reports after an incident or exercise and help manage areas for improvement.
- Helps to develop Memorandums of Understanding (MOUs) with key community partners.
- Provides emergency management planning support and expertise to city departments, particularly those that are involved with operating and maintaining critical infrastructure, including but not limited to, the City's Water Treatment Plant and the Ann Arbor dams.
- Assists with emergency planning for large city events, such as the Ann Arbor Art Fair.
- Assists with maintenance and testing of the City's Emergency Alert System and Outdoor Warning System.
- Assists with the development and implementation of the City's Hazard Mitigation Plan.
- Identifies opportunities to strengthen existing partnerships and build new partnerships with city, community, and non-profit organizations, local and regional partners and stakeholders, and voluntary agencies that play a role in emergency preparedness, mitigation, response, and/or recovery.
- Supports the implementation of the City's climate and equity plan, A<sup>2</sup>ZERO, with a focus on Strategy 6 – Enhance the resilience of our people and our place.
- Identifies grant opportunities and applicable projects and supports the grant application process.

- Leads community engagement events and campaigns that both educate and involve community members in resilience work and emergency preparedness efforts, including developing personal or family emergency plans and emergency kits, supporting neighborhood engagement and cohesion building.
- Attend meetings and conferences outside of public transportation networks
- Duties may require hosting on-site, and off-hour events and responding to emergencies on a 24-hour basis

**Knowledge of:** (position requirements at entry)

- Whole community emergency planning
- Critical infrastructure
- Community resilience
- Hazard mitigation planning
- Risk assessments
- Social equity
- Decision support tools
- Risk communication
- Stakeholder engagement
- Climate change and impacts
- Emergency preparedness
- Advanced operation of personal computer and office software applications, e.g., Microsoft PowerPoint, Excel, Word, Outlook, ArcView (GIS Mapping), Adobe Acrobat

**Skills and Ability to:**(position requirements at entry)

- Excellent skills in verbal and written communication
- Strong strategic thinking and problem-solving skills
- Excellent partnership and trust-building skills with diverse organizations, groups, and individuals
- Ability to speak before audiences large and small
- Conflict management
- Organization and planning
- Ability to remain calm under high-stress incidents
- Ability to make logical decisions, exercise appropriate judgment

**Equipment**

Standard office equipment, PC, public mass notification system, outdoor warning sirens, Michigan Public Safety Communications System 800 MHz radio system.

**Education, Training, and Experience** (position requirements at entry)

Required:

- Bachelor's degree from an accredited college or university with coursework in emergency management, public safety, resilience, public administration, political science, sociology, communications, psychology, business, or a closely related field
- The City of Ann Arbor will consider an alternative combination of education and work experience

Preferred:

- Completion of FEMA ICS 100, 200, 700, 800A and 800B
- Experience in GIS
- Grant writing experience

**Licensing Requirements** (position requirements at entry)

Valid MI driver's license

**Physical Requirements**

Positions in this class typically require driving, reaching, lifting, pushing, pulling, grasping, talking, hearing, seeing, and repetitive motions.

The ability to safely operate a motor vehicle.

Move and lift light objects less than 20 pounds such as mail, files, and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods.

*The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*