CITY OF NEWPORT invites applications for the position of:

Emergency Preparedness Coordinator

SALARY: $4,352.00 $5,705.00 Monthly
DEPARTMENT: Fire
OPENING DATE: 03/04/20
CLOSING DATE: 04/03/20 05:00 PM

PURPOSE:
Coordinate and oversee the emergency preparedness functions for all city departments. Plan and perform the duties necessary to ensure the city is prepared to handle all types of emergency situations. Coordinate among city departments to ensure a consistent level of readiness. Plan and coordinate emergency preparedness training, and interact with outside agencies and organizations regarding emergency preparedness. Act as Emergency Operations Center (EOC) Coordinator when the EOC is activated.

QUALIFICATIONS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:
Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the duties of the position as described. A typical way to obtain the knowledge, skills, and abilities would be a high school diploma or GED, and education and/or experience in the field of Emergency Preparedness, OR any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the duties as described.

KNOWLEDGE:
Knowledge of the laws and regulations governing emergency management. Knowledge of emergency and/or disaster planning principles and practices. Knowledge of city and departmental policies and procedures. Knowledge of the National Incident Command System.

SKILLS:
Skill in the use of personal computers, various related software programs, and standard office equipment. Strong time management, organization, and prioritization skills. Customer service orientation and skills. Effective team-building skills, conflict resolution, and leadership. Exceptional interpersonal skills, and the ability to work well with managers, supervisors, employees, and the general public. Excellent written and verbal communication skills (including relationship management and presentation skills). Strong oral and written communications skills with a variety of audiences. Strong leadership skills and a "self-starter" attitude. Competence in business English, spelling, and punctuation. Strong reasoning, analysis, and problem-solving skills, combined with excellent judgment and professionalism. Project management and organizational skills. Good knowledge of each neighborhood of Newport, and of their specific emergency hazards.

ABILITIES:
Demonstrated ability to establish and maintain effective working relationships with employees, Council members, other entities (such as the County and other community organizations) and the general public. Ability to write work reports, maintain records and logs, and read and interpret technical manuals, work orders, blueprints, diagrams, and sketches. Ability to thrive in an intense work environment with conflicting demands. Ability to manage multiple demands and deadlines that are occurring simultaneously. Ability to travel off-site to attend meetings/drills as necessary. Ability to communicate effectively, both orally and in writing, with individuals and groups. Ability to communicate complex material in a simple, understandable manner. Ability to elicit information and cooperation from individuals and groups. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions. Ability to respond to after-hours call backs during major emergencies.
SPECIAL REQUIREMENTS (LICENSES)
 Valid Oregon Driver's License at time of hire.
 Ability to obtain ICS and NIMS training (ICS 100, 200, 300, 400, 700, and 800 certifications), and other Oregon Emergency Management training, within 12 months of hire.
 Obtain a HAM radio license within 12 months of hire.
 Reside within a 30-minute drive radius of City Hall within 12 months of hire.

DESIRABLE REQUIREMENTS

- An Associate's or Bachelor's Degree in Emergency Management or a public safety-related field
- Training and/or certification in ICS, Emergency Operations Center (EOC) operations, NIMS and/or other applicable emergency training
- An understanding of federal, state, and local safety rules and regulations (e.g., OSHA requirements for confined spaces, workplace safety plans, use of personal protective devices, MSDS sheets, hearing conservation, lock-out/tag-out procedures, etc.)
- Working knowledge of satellite, radio, and alternate communications systems
- Experience working for a municipality
- Familiarity with the local area
- Bilingual in English and Spanish

PHYSICAL DEMANDS:
The employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility, including the ability to frequently lift or move materials up to 10 pounds, and occasionally lift or move materials up to 60 pounds. Manual dexterity and coordination are required about 75% of the work period while operating such equipment such as computers, keyboards, telephones, standard office equipment, maintenance equipment, tools, radios, generators, and motorized vehicles.

WORKING CONDITIONS/WORK ENVIRONMENT
Work locations are in indoor and outdoor environments. Outdoor work will occur where the employee may be exposed to varying environmental conditions, and to extreme weather conditions for unspecified periods of time. The employee may be exposed to loud noises from construction equipment, dust, and traffic. The usual work schedule is Monday through Friday 8:00 a.m. to 5:00 p.m., with some evening and weekend meetings. The employee is required for general availability for after-hours call back during major emergencies to help staff the EOC.

HOW TO APPLY:
All applications for this position must be submitted via our online application system at https://www.governmentjobs.com/careers/cityofnewport

Only complete applications will be considered. Please do not fax, mail or e-mail any documentation. You will receive a confirmation email when your application has been successfully submitted.

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal, or local law.

All offers of employment are subject to successful completion of a background check, reference checking, and in the case of safety sensitive positions, drug and alcohol testing.