



## City of Annapolis

Office of Human Resources

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[www.annapolis.gov](http://www.annapolis.gov)

### Position Vacancy Announcement

### External and Internal Applicants

Position	Exercise, Training and Community Outreach Coordinator (Contractual)	Opening date	September 21, 2020
Department	Department of Emergency Management Services	Closing date	Open until filled*
Salary range	\$56,843 - \$61,000 (Contractual)		

\*Initial screening of applicants will take place October 6, 2020

#### 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.

### **APPLICATION PROCESS**

Candidates must complete a City of Annapolis application online at <https://www.annapolis.gov/237/Jobs-with-the-City>. Applications must be filed by the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, age, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation, sexual identity or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.