

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: COMMUNICATIONS COORDINATOR, EMERGENCY MANAGEMENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to maintain radios and communications equipment for public safety departments with specifications and programming. Duties and responsibilities include programming radios, help set specifications for communication systems, maintaining Emergency Managements Mobile Communication Vehicle, and performing the role of Assistant Director in his/her absence, training employees and volunteers, establishing and evaluating response to emergencies, acting as liaison with officials and the public, preparing reports and maintaining records, and performing other functions as appropriate. Reports to Director, Emergency Management.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Ensures departmental communications are in compliance with all applicable codes, laws, rules, regulations, standards, and policies.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Assists in coordination of emergency management activities with those of other county departments, municipalities, emergency agencies, public safety agencies, government agencies, community organizations, outside agencies, or others as needed.

Coordinate activities such as disaster planning, emergency procedures, training/exercises, disaster recovery, equipment operations, and coordination of efforts for assigned groups.

Perform the duties of Assistant Director of Emergency Management in their absence.

Participates in the planning, coordination, and direction of activities associated with mitigation, preparation for, response to, and recovery from any disaster or emergency affecting the health, safety, and welfare of county citizens, including natural disasters, flooding, water accidents, airplane crashes, train wrecks, major transportation accidents, major fires, hazardous material incidents, civil uprisings, lost person searches, homeland security, or other situations.

Participates in procedures that involve crisis management, continuity of government under crisis management conditions, industrial reporting of hazardous chemical spills/releases.

Coordinate and assist with implementation of various procedures in cases of emergency.

Evaluates and prioritizes incidents and resources during emergency response and recovery.

Assist in directing resource management activities, including equipment, staffing, funding, or other resources.

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Maintain current records of available resources, such as volunteer workers, equipment, community organizations, government agencies, supportive businesses, emergency/grant funding, or other resources.

Plans, directs, coordinates, and evaluates drills/exercises to test and evaluate emergency preparedness and response to various emergency situations.

Coordinates the recruitment of volunteer personnel for emergency management and related activities; organizes trains, motivates, and supervises activities of volunteer workers as required for homeland security.

Prepares, directs, and conducts training classes for staff members, volunteers, or other individuals concerning specific areas of emergency management, hazardous materials, and homeland security.

Coordinates and communicates with various public safety agencies, community organizations, officials, and the public.

Act as a liaison with federal, state and local agencies.

Maintain continuous and frequent communications with fire agencies, law enforcement agencies, hospitals, and ambulance services for interpretation of emergency management responses and communication.

Advise and communicate with and/or disseminate information to county officials, staff members, media, outside agencies, community organizations, the general public, or others as appropriate for resolving problems, exchanging information, and coordination work activities.

Provides education and information to the general public regarding emergency activities, emergency procedures, and emergency management agency functions, roles, and responsibilities; makes speeches and presentations to schools, civic organizations, and other community groups.

Prepares various legal/technical reports in compliance with state/federal requirements; submits required reports to appropriate agencies within designated timeframes.

Prepares or completes various forms, reports, correspondence, lists, schedules, emergency plans, policies, procedures, press releases, training programs/exercises, emergency response assessments, reference/resource materials, or other documents.

Receives various forms, reports, correspondence, emergency plans, policies, procedures, budget reports, invoices, emergency response assessments, hazardous materials reports, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs.

Maintains files of departmental activities and other documentation as needed for record keeping.

Operate a variety of equipment and tools associated with emergency management activities, which may include a motor vehicle, radio communications equipment, emergency radio systems, personal protective equipment, various emergency equipment, audio/visual equipment, or general office equipment.

Communicates with Mayor, Director, Assistant Director, county officials, employees, volunteers, other departments, municipalities, other emergency agencies, public safety agencies, medical providers, government agencies, community organizations, local businesses, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

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Assists in the use and procurement of department radio/communication systems, computer and peripheral hardware, GIS mapping technology, network operations, crisis information management software, emergency operation databases, and other technology resources in conjunction with county technology personnel in order to effectively deploy such tools as needed in the fulfillment of department objectives.

Attends various meetings, serves on committees, and makes speeches or presentations as needed.

Maintains a comprehensive, current knowledge of laws, regulations, and guidelines including FCC requirements pertaining to emergency management programs and homeland security; maintains an awareness of new practices, equipment, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Provide twenty-four hour emergency response capability.

ADDITIONAL FUNCTIONS

Perform general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provide assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Emergency Management, Communications, Management, or closely related field; supplemented by two (2) years previous experience and/or training that includes progressively responsible in radios and communications related to emergency management operations, emergency/disaster planning, public safety, hazardous materials regulations, program/personnel management, and public relations including programming and setting specifications; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in an operational capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs; ability to compute discount, interest, profit and loss, ratio and proportion; ability to calculate surface areas, volumes, weights,

and measures; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems. Requires the ability to apply principles of logical or synthesis functions, to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, 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).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, rain, fumes, temperature extremes, traffic hazards, electrical hazards, bright/dim light, toxic agents, or hazardous materials.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Emergency Work, Teaching, Training

Surface: Floor, dirt, pavement, tile, carpet, etc

Estimated Total Hours: Varies **Maximum Continuous Time:** Varies

2. SITTING

Tasks: Computer work-research, planning, documentation, training

Estimated Total Hours: Varies **Maximum Continuous Time:** Varies

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs		X			
76-100 lbs		X			
>100 lbs					X

4. PUSHING/PULLING

Objects: Radio equipment

Height of hands above floor during push: waist level

5. CLIMBING

Tasks: Varies with each emergency situation

Device: Feet, rope, ladder, pole, etc

Height: varies

Frequency: Rarely

6. BENDING/SQUATTING/KNEELING

Tasks: Varies

Frequency: Rarely

7. REACHING

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Varies	Varies	Varies
21-36"	All	Varies	Varies	Varies

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	

Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>90</u> % of time
Outside	<u>10</u> % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Numerous/Daily
Grasp	X		Daily
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

YES	NO	Don't Know
✓		
✓		
✓		



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date