

# **CITY OF THIBODAUX -- Job Description**

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JULY 2011

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## **Identification**

**Position Title:**                **Administrative Assistant to the Mayor  
Emergency Preparedness Director**

**Department:**                Mayor's Office

**Immediate Supervisor:** Mayor

## **Job Mission**

Coordinate disaster response or crisis management activities. Review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent accidents and/or incidents. Analyze and make decisions on risk management issues.

## **Job Scope**

Provide disaster preparedness training, and prepare emergency plans and procedures for natural disasters, wartime, technological, biological, hazardous material spills disasters. Plan, implement, and coordinate safety programs and policies. Gather police reports, medical treatment records, medical bills, or physical property damage and report findings to the City Attorney and Mayor.

## **Essential Job Duties and Responsibilities**

Develops and maintains a City Comprehensive Emergency Management Plan; tests the plan.

Develops and maintains a City Continuity of Operations Plan.

Develops a program to provide and augment the essential services in time of emergency.

Keep informed of federal, state, and local regulations affecting emergency plans and ensure that plans adhere to these regulations.

Propose alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.

Consult with officials of local and area governments, schools, hospitals, and other institutions to determine their needs and capabilities in the event of a natural disaster or other emergency.

Collaborate with other officials to prepare and analyze damage assessments following disasters or emergencies.

Maintains an inventory of available manpower, equipment, supplies, and resources available from other sources.

Utilizing all available resources of the municipality as reasonably necessary to cope with the emergency.

Transferring the direction, personnel, or functions of the City's departments and agencies or units thereof for the purpose of performing or facilitating emergency services.

Coordinate disaster response or crisis management activities, such as ordering evacuations, opening public shelters, and implementing special needs plans and programs.

Controlling ingress and egress to and from an affected area, the movement of persons within the area, and the occupancy of premises therein.

Order suspension for activities that pose threats to worker's health and safety.

Recommend measures to help protect workers from potentially hazardous work methods, processes, or materials.

Conduct safety training and education programs, and demonstrate the use of safety equipment.

Investigate accidents to identify causes and to determine how such accidents might be prevented in the future.

Gather risk related data from internal and/or external resources.

Analyze information gathered by investigation, and report findings and recommendations to the City Attorney and Mayor.

Prepare report of findings of investigation.

Facilitate payments of claims.

Track the status of claims and monies paid towards claims.

Investigates all claims.

Review certificate of liability to ensure vendors have the proper amount of insurance to conduct business with the city.

### **Physical and Environmental Conditions**

Employee divides his time between an office environment and working outdoors. At times, exposure includes dirt and dust, extreme temperatures, noise and vibrations, and wetness or humidity. Possible risks include mechanical, chemical, or electrical hazards.

### **Minimum Education, Experience and Certification**

High school diploma is required and a minimum of three years of training and/or work experience demonstrating a comprehensive knowledge of emergency management procedures, practices and regulations to include response planning, development of comprehensive response protocols, and planning emergency drills.

Preferred certification in National Incident Management System (NIMS) as granted by FEMA

Preferred certification in Incident Command System (ICS) as granted by FEMA

### **Knowledge, Skills, and Abilities**

#### **Knowledge**

Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

#### **Skills**

Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Coordination- Adjusting actions in relation to others' action.

Skill to coordinate emergency mitigation, law enforcement, firefighting, emergency medical services personnel and facilitate communication.

Critical Thinking- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Active Listening- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

#### **Abilities**

Deductive Reasoning- The ability to apply general rules to specific problems to produce answers that make sense.

Oral Comprehension- The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression- The ability to communicate information and ideas in speaking so others will understand.

Written Comprehension- The ability to read and understand information and ideas presented in writing.

Written Expression- The ability to communicate information and ideas in writing so others will understand.

**Signature/Approval**

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Team Member

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Date

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Supervisor

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Date

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Department Director

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Date