



City of Kansas City, Missouri Job Class Specification

Job Title:	EMERGENCY PREPAREDNESS PROGRAM MANAGER	Department:	CITY MANAGER
Job Code:	2114	Status:	EXEMPT
		Grade:	EX-4

Summary

This is highly responsible administrative and professional work in developing the City's comprehensive program for emergency preparedness and response. Work involves responsibility for the administration, coordination, and supervision of the civil defense and disaster relief programs to ensure readiness, proper operations and availability of resources. The incumbent will coordinate volunteers and resource agencies; maintain effective working relationships with public and private agencies and officials; and provide technical assistance to various City departments.

Work involves the exercise of considerable independence in managing emergency programs. Work is reviewed by the City Manager for the extent to which it assists in defining and achieving the objectives and goals of the City emergency preparedness program.

Duties and Responsibilities

- Supervises and coordinates professional, technical, and clerical personnel engaged in performing emergency preparedness and response operations; develops plans for coping with natural and civil disasters including hazardous materials incidents, fire, severe weather, flooding and utility outages.
- Serves as the City liaison for emergency issues with regional and local emergency management organizations; coordinates activities with other departments, outside agencies and the general public during simulated or actual emergencies.
- Develops and formulates departmental objectives and policies through consultation with the City Manager and outside agency personnel on emergency operations.
- Develops and coordinates emergency/disaster exercises for governmental and private agencies and organizations as well as utilities as required; negotiates with civic and professional leaders to develop and implement survival plans in accordance with local needs and state and federal policies; obtains cooperation of property owners, civic leaders and professional groups.
- Ensures staff training and emergency operations of volunteers meet mandate of governing state and federal agencies; coordinates and plans exercises to test preparedness.
- Coordinates programs for use of and response to warning and communication systems for public education and information; works with various civic groups, schools and business and government representatives to assist in local emergency planning and to stimulate awareness of emergency preparedness.
- Performs research and planning for emergency situations; supervises the preparation of emergency response actions based upon careful study of emergency situation; inventories emergency supplies and equipment; inspects buildings and facilities and requisitions needed materials.
- Prepares and reviews emergency preparedness program effectiveness and efficiency and budgetary costs.
- Performs related duties as required.

<div> Technical Skills </div> <div> Education and Experience </div> <div> Certificates/ Licenses/Special Requirements </div> <div> Supervisory Responsibility </div> <div> Supervision Received </div> <div> Created </div> <div> Revised </div>	<div> <p>Extensive knowledge of: The principles and practices of emergency/disaster management.</p> <p>Thorough knowledge of: Economics, municipal finance, sociology, and community organization as applied to planning emergency preparedness and response techniques. Common ordinances, codes and regulations pertaining to emergency management and related activities of a municipal government. Municipal agencies and legal procedures related to emergency preparedness and response programs. Civil or natural disasters and their effects, City and County geography, and major and strategic buildings and facilities in the area.</p> <p>Ability to: Perform and supervise technical research studies and supervise the work of assigned staff in the study, analysis, and presentation of the emergency prevention and response strategies. Present technical information in a clear, accurate professional manner to civic and professional groups and the general public. Establish and maintain effective working relationships with associates, subordinates, municipal officials, public and private agency representatives and officials, and the general public. Design and conduct program exercises, organize and coordinate efforts of volunteers and resource agencies.</p> <p>Accredited Bachelor's degree with major course work in one of the social sciences, public or business administration, engineering, emergency management or a related field and five (5) years of progressively responsible professional managerial/supervisory experience in emergency management or disaster response.</p> <p>OR</p> <p>An equivalent combination of education and experience.</p> <p>Must pass a background check as prescribed by the City.</p> <p>Supervision may be exercised over a staff of professional, technical and clerical personnel.</p> <p>Work is performed under general professional direction.</p> <p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p> <p>3/99</p> <p>09/06, 3/09, 8/2022 , 01/2024</p> </div>
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