

JOB DESCRIPTION

Title: Emergency Management Coordinator

Usual working hours: 1040 hours per year dependent on need to coordinate activities in emergency management (½ day 5 days per week; 2 & 1/2 days per week; 4 hours per day on varying schedules; or any hourly combination equaling 1040 hours per year).

Supervisor: Mayor of Gahanna

Duties and responsibilities:

1. Working under the supervision of the Mayor of Gahanna, this position serves to coordinate the emergency management activities for the various elements of the Gahanna City government and those governments in Mifflin and Jefferson Townships that provide direct support to Gahanna. These activities include preparedness for disasters and emergencies (planning, training and exercises), response coordination, recovery actions from disasters and emergencies to include state and federal assistance, and mitigation actions to prevent the effects of disasters and emergencies from impacting the city.
2. Prepares and maintains an emergency operations plan for the city government to include any mutual aid agreements with other jurisdictions and internal resources lists for response to disasters/emergencies.
3. Coordinates with the Franklin County Emergency Management Agency, American Red Cross, and other volunteer agencies that may participate in emergencies in Gahanna.
4. Coordinates of the warning and notification system for the City of Gahanna and its residents (severe weather, etc) to include siren activation, placement and maintenance.
5. Coordinates emergency planning with the Gahanna Jefferson School district to insure that the required school emergency plans will integrate with the City plans for school evacuation and on site emergencies.
6. Coordinates the executive group in the city emergency operation center in times of emergency and provides for the establishment and organization of the emergency operation center.

Accomplishes other duties as assigned by the mayor.