



CITY OF NEWPORT, OREGON EMERGENCY PREPAREDNESS COORDINATOR

The City of Newport is seeking a reliable, experienced, and professional individual to fill our open Emergency Preparedness Coordinator position. This is a non-exempt, full-time position with a salary range of \$3,812 - \$5,019 per month. Placement in the salary range will be based on skills and experience.

This position will be responsible for emergency preparedness functions for all City Departments, planning and performing duties necessary to ensure the City is prepared to handle all types of emergency situations. This position will lead the City in preparing for emergencies and establishing plans to continue critical operations.

A high school diploma or G.E.D. Education and/or experience in the field of Emergency Preparedness or any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the duties as described.

KNOWLEDGE: Knowledge of the laws and regulations governing emergency management; knowledge of emergency and/or disaster planning principles and practices; knowledge of city and departmental policies and procedures.

SKILLS: Use of personal computers, various related software programs and standard office equipment; excellent written and verbal communication skills (including relationship management and presentation skills); analytical skills; project management and organizational skills. Good knowledge of each neighborhood of Newport and of their specific emergency hazards.

ABILITIES: Demonstrated ability to establish and maintain effective working relationships with employees, Council members, other entities (such as the County and other community organizations) and the general public is also required. Ability to write work reports; maintain records and logs and read and interpret technical manuals, work orders, blueprints, diagrams, and sketches. Ability to travel off-site to attend meetings/drills as necessary. Strong leadership skills and be a "self-starter".

SPECIAL REQUIREMENTS/LICENSES: Ability to obtain ICS and NIMS training and other Oregon Emergency Management training within twelve (12) months of appointment. Must obtain a HAM radio license within twelve (12) months of appointment. Must live within thirty minutes of City Hall within twelve (12) months of appointment.

Be able to successfully pass a comprehensive background investigation, as per City policy, rules and procedures.

DESIRABLE REQUIREMENTS: An Associates or Bachelor Degree in Emergency Management or Public Safety related field. Training and/or certification in ICS, Emergency Operations Center (EOC) operations and NIMS and/or other applicable emergency training.

Knowledge of Federal Emergency Management Association (FEMA), Federal Homeland Security Office (FHSO) advisories and 29 CFR 1910.

An understanding of federal, state and local safety rules and regulations (e.g. OSHA requirements for confined spaces, workplace safety plans, use of personal protective devices, MSDS sheets, hearing conservation, lock-out/tag-out procedures, etc.). Working knowledge of satellite, radio, and alternate communications systems. Experience working for a municipality. Familiarity with local area. Bilingual: English/Spanish.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility, including the ability to frequently lift or move materials up to 10 pounds and occasionally lift or move materials up to 40 pounds. Manual dexterity and coordination are required about 60% of the work period while operating equipment such as computers, keyboards, telephones, standard office equipment, maintenance equipment, tools and motorized vehicles.

TO APPLY: City application forms are available on the city website at www.newportoregon.gov, or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to b.james@newportoregon.gov. The position will close on 3/11/16.

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.