

CLASS SPECIFICATION

EMERGENCY COORDINATION CENTER (ECC) COORDINATION CHIEF

PAY GRADE: 58

CLASS CODE: 30003555

EFFECTIVE: May 12, 2021

CLASSIFICATION SUMMARY

Reports to a Director, Manager or other management-level position. Under general direction, the Emergency Coordination Center (ECC) Coordination Chief is responsible for managing all aspects of the Operations/Coordination Section in direct response to an emergency/incident. This includes overseeing staff and identifying and implementing projects and programs to meet response objectives. The ECC Coordination Chief collaborates with all section chiefs, incident commanders, and community partners to maintain situational awareness and provide emergency services to city employees and the public.

DISTINGUISHING CHARACTERISTICS

This standalone classification is distinguished from other classifications by the responsibility for planning, directing, and coordinating activities and information within the ECC and between external partners and the joint information system.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Creates project teams and provides the tactical assignments documented in the Incident Action Plan (IAP) or Emergency Action Plan (EAP) and directs their execution. Approves and assigns project objectives and provides ongoing direction and assistance in completing objectives. Plans ICS 202 Objectives (listed in EAP) for coming week's work, based on status of individual projects and determined timelines for course of work. Works with project teams on stated objectives and communicates task priority, as needed, for completion of different project's long and short term objectives.
2. Coordinates and directs information flow between project teams and ECC Sections, including Joint Information Center (JIC) for consistent messaging out to partners and the public and ensures accessibility of communication, with the Finance team for tracking of approved budgets and expenses related to section's projects, With the Logistics team for project supply orders, and in documentation for daily/weekly updates to Command and Unified Leadership, all staff briefings, Situation Status Reports, and Project Tracker.
3. Assesses, identifies and projects resource shortages, technical support needs and policy decision/changes and responds accordingly.

4. Collects and interprets situational information and adjusts resources and objectives to meet current needs of staff, volunteers and community. Reports changes and status updates to the Incident Commander (IC) and Command Team.
5. Monitors status and progress towards incident objectives and gives corrective direction or assistance as necessary. Reviews team performance and adjusts personnel as needed for project/team success.
6. Ensures the safety and welfare of personnel and ensures compliance with safety standards. Follows up with staff and volunteers on near miss and accidents to improve work conditions and ensure personnel are cared for.
7. Coordinates operations at the local community level including coordinating with volunteers, community-based organizations and community leaders on engagement, prioritization and project objectives.
8. Works to streamline requests and equitably connect requested/needed resources starting with most vulnerable communities
9. Establishes or transitions into the Operations Section to manage the additional duties required in the event of a new/second emergency.
10. Supervises assigned staff and configures section with branches, divisions, groups, and units to support operations.
11. Reviews and edits reports and documentation including Situational Status Reports, and Emergency Action Plan Objectives (ICS-202).
12. In collaboration with others, reviews, edits, and/or completes documentation, including Unit Assignment Lists (ICS-204), Resource Requests, funds tracking, the Activity Log (ICS-214) and other related reports/form for communication and documentation of incident.
13. Completes trainings as outlined by the Task Book.

SUPERVISION RECEIVED AND EXERCISED

The work of this class is performed under general direction and oversight by a Manager or other management-level position.

This classification may supervise employees and/or may lead staff on assigned programs, projects, and functions.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of principles and practices of project management.

2. Knowledge of principles and practices of planning.
3. Knowledge of city, regional, state, and federal response plans.
4. Knowledge of principles and practices of program administration.
5. Knowledge of social media, online communications, and website maintenance.
6. Skill in developing and building teams in response to needs/requests.
7. Skilled in exercising independent judgment, problem-solving, and taking initiative within established procedures and guidelines.
8. Skilled in communicating clearly, logically, and persuasively, both verbally and in writing; preparing concise and comprehensive reports, correspondence, and other documents.
9. Able to work collaboratively.
10. Able to understand city documentation and archive requirements.
11. Able to report all activities and projects in timely manner.
12. Able to prioritize projects and tasks to meet city and public needs.
13. Able to respond quickly in high pressure and stressful environments.
14. Ability to learn City rules, ordinances, policies, and procedures related to area of assignment.
15. Able to analyze complex or technical issues and problems, evaluate alternatives, and recommend policies, strategies, and effective courses of action.
16. Able to utilize City-specific technology and general office software.
17. Able to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
18. Able to analyze, interpret, explain, and apply relevant laws, regulations, ordinances, policies, and procedures.
19. Able to establish and maintain effective working relationships with Bureau/Office managers and staff, representatives of other governmental agencies, the public, and others encountered in the course of work.
20. Able to work with a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training:

Bachelor's degree from an accredited college or university with major course work in emergency management, business administration, public administration, or related field;

AND

Experience: Four (4) years of progressively responsible experience involving analysis, planning, organizing, and/or evaluating programs in a public agency or customer service related field. Experience working with diverse groups.

OR

Equivalent combination of training and experience.

Preferred Qualifications:

Bi-lingual fluency preferred.

Bargaining Unit: Nonrepresented
FLSA Status: Exempt
HISTORY

Revision Dates: