

JOB DESCRIPTION

TITLE: Geospatial Information Manager

POSITION SUMMARY: Coordinates all matters pertaining to emergency management, disaster preparations and recovery assistance. Carries out the day to day functions and administers a program for disaster preparedness, mitigation response and recovery.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develops, plans for use of facilities, equipment, manpower and other resources, serves on call during a declared emergency.
2. Attends and conducts meetings, seminars, workshops and training sessions.
3. Prepares departmental reports, statistical summaries, and financial billings. Utilizes and maintains technical equipment needed in emergencies.
4. Reviews correspondence daily, determines appropriate action and responds where necessary.
5. Arranges, develops and conducts training for EOC staff, member companies and partners in emergency response and protection methods and plans.
6. Prepares and administers departmental budget including purchase of equipment, supplies and services.
7. Identifies and analyzes effects of hazards that threaten jurisdiction. Works with national and local government agencies to develop hazard mitigation programs.
8. Coordinates recruitment and training of volunteer personnel and agencies to augment EOC personnel and facilities during periods of disaster.
9. Develops, directs, coordinates and supervises overall provision of Emergency Operations Center and disaster warning and communications system.
10. Coordinates disaster plans and responses with other regional partners such as APAD and AHA Center.
11. Attends workshops, conferences and meetings and reads journals to maintain professional competencies.

WORKING CONDITIONS/ENVIRONMENT:

During non-emergency situations, works in office environment. Travels to workshops and meeting in all weather conditions. Site visits and training exercises may be conducted in inclement weather conditions. During time of emergency, may work in emergency operations center or in the field under any weather conditions. Is on call 24/7 to address emergency situation. During an emergency situation, works 24/7 under highly stressful and severely difficult conditions. Makes critical decisions and recommendations in emergency situations which could affect other people's lives.

QUALIFICATIONS:

At least 10 years' experience in EOC management.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of governmental functions, responsibilities, organization and administration; planning, emergency management, communications system and emergency equipment.

Knowledge of principles of budgeting, planning, training and organizing.