



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: EMA Operations Coordinator / Fire Warden

FLSA: Exempt

DEPARTMENT: Emergency Management

REVISED:

Summary: Under general supervision of the Director, provides support to the Director in the administration of emergency management programs; oversees and coordinates interaction between fire departments, rural fire districts, local governments and State/Federal cooperators for Laramie County.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Make decisions, independent of supervision, to respond to, prepare for, mitigate the effects of, or recover from any emergency affecting our jurisdiction or mutual aid partner.
- Performs various administrative functions including processing reports in accordance with county and grant guidelines, coordinating correspondence, and initiating/responding to telephone calls and emails.
- Responsible for maintenance, upkeep and inventory of agency response vehicles and equipment
- Coordinates and liaises with associated programs applicable to the position: i.e. Fire Wise or other programs.
- Responsible for communications equipment, including inventory and programming of all mobile and portable equipment.
- Orders, purchases and maintains required equipment in accordance with County budget guidelines.
- Complete, maintain and update all applicable written plans responsible to the position.
- Attends various information and planning meetings.
- Provides information and training to groups in relation to emergency management or fire service subjects; develops training exercises.
- Provides assistance to Fire District Chiefs and boards; actively participates in the Laramie County Fire Chiefs Association.
- Act as a liaison with outside agencies to work with county agencies and departments with funding requests, grants and other needs.
- Coordinates assigned programs including agency volunteer teams and the Fire Investigation Unit.
- Provides emergency response assistance to mutual aid emergencies including wild land and structure fires; provides advice to fire district personnel during emergency incidents; assists with incident investigation and reporting.
- Coordinates emergency notification and public alert services including providing emergency and disaster information.
- Stays current regarding standards, codes and statutes that effect EMA and the Fire Service.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of incident and emergency management procedures and protocol.
- Knowledge of Homeland Security/FEMA requirements in relation to emergency management.
- Knowledge of State, County and municipal emergency management statutes, rules, ordinances and codes.
- Knowledge of fire investigation processes and protocol.
- Knowledge of advanced wildfire management processes and protocol.

- Skill in coordinating emergency management and fire services activities.
- Skill in effectively alerting the public and providing local emergency and disaster information.
- Skill in providing advice to fire district personnel during emergency situations.
- Skill in conducting emergency preparedness training for community groups.
- Skill in interpreting and applying governmental directives.

Minimum Qualifications:

Desired: Associate's Degree in Emergency Management or Fire Science or equivalent; five (5) years emergency services experience; or equivalent combination of education, training and education. Must have a valid driver's license with an acceptable driving record.