

	<b>City of Scranton</b>	<b>New: 1/1/2024</b>	<b>Immediate Supervisor</b>	
	<b>Bureau of Fire</b>	<b>Amended: N/A</b>		<b>Fire Chief/EMC</b>
		<b>Replaces: N/A</b>		
<b>Job Title</b> <b>Emergency Mgt/CRR/GIS Specialist</b>		<b>Effective Date:</b> <b>1/1/2024</b>		
<b>Normal Work Schedule</b> <b>M-F (0800-1630)</b>		<b>Approved By:</b> <b>Chief John J. Judge IV</b>		

**1. POSITION SUMMARY AND PURPOSE**

The position uses a full range of professional, administrative, and technical level skills to provide the Fire Chief/EMC with administrative and technical support on matters of significance with a high consequence of error requiring specialized knowledge in emergency management, community risk reduction, and geospatial information systems. The position requires the ability to interpret broadly defined policies and procedures and the ability to perform related duties as assigned.

The primary focus of the Emergency Management Specialist relates broadly to the preparedness, response, recovery, and mitigation functions of emergency management. In addition, the Emergency Management Specialist will assist with community risk reduction initiatives, Center for Public Safety of Excellence, CPSE, accreditation, and GIS data interpretation for the Fire Department.

The position may require working hours outside the normal work schedule to assist with planned and unplanned events related to the emergency management function within the City of Scranton.

**2. SUPERVISION RECEIVED**

The Emergency Management Specialist receives general operational and administrative guidance from the Fire Chief/EMC, his/her designee, and the Fire Prevention Officer.

**3. SUPERVISION EXERCISED**

None.

**4. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

4.1. Assists with the development, updating, and compiling of the City’s Emergency Operations Plan.

4.2. Assists with the Scranton Fire Department’s Community Risk Reduction, CRR, strategies, initiatives, and projects.

4.2.1. Community Rating System, CRS, under the National Flood Insurance Program, NFIP.

4.2.2. Semi-Quantitative Risk Assessment, US Army Corps of Engineers, and Flood Control Systems.

4.3. Assists with all FEMA/PEMA Disaster Declaration projects to include management of the grant process, project management, and closeout procedures.

**Title:                    Emergency Management Specialist**

- 4.3.1. Assist City’s Emergency Management Coordinator with application process for disaster declarations including initial damage assessments and related processes.
- 4.3.2. Works in coordination with the Scranton Police Department, Department of Public Works, City Project Management Team, and Code Enforcement, and City Planner with developing applicable scopes of work, RFP’s, RFQ’s, and contracts for disaster preparation, response, recovery, and mitigation phases in the disaster management process/cycle.
- 4.4. Assists with the management of the Center for Public Safety Excellence, CPSE, accreditation and credentialing for the Scranton Fire Department.
  - 4.4.1. Community Risk Assessment, Community Driven Strategic Plan, and Standards of Cover development
  - 4.4.2. Professional credentialing of members within the department.
- 4.5. Assists Fire Chief/EMC and Fire Prevention Officer with geospatial information systems, GIS, and works with ArcGIS/ESRI to develop information platforms for decision making related to community risk reduction efforts.
- 4.6. Project lead in the compiling of information and development of the Department’s Annual Report.

**5. PERIPHERAL DUTIES**

- 5.1. May handle various, specially assigned administrative activities as designated by the Fire Chief including facilitating projects, programs, research, or report preparation.
- 5.2. Conducts research and special studies, compiling data and reports on topics of administrative interest; gathers and analyzes data, makes recommendations, and prepares reports on administrative topics.
- 5.3. Assists with grant writing, grant management, and closeout for grants within the Bureau of Fire.
- 5.4. Serves on committees as needed to assist with the development or revision of department policies, procedures, initiatives, or the development of specifications for equipment, technology solutions, and apparatus purchases.
- 5.5. Performs other duties as required.

**6. TYPICAL EXAMPLES OF WORK**

Included Above

**7. MINIMUM QUALIFICATIONS**

- 7.1. Experience
  - 7.1.1. Three (3) years of experience in municipal, county, state, or federal government with emphasis in public safety, emergency management, or community risk reduction.
- 7.2. Education
  - 7.2.1. Associate degree in public safety, emergency management, or related field is preferred.

**Title:**                    **Emergency Management Specialist**

**7.3. Knowledge, Skills, and Abilities**

- 7.3.1. Read, clearly speak, and legibly write the English language.
- 7.3.2. Working knowledge and ability to work with ArcGIS or other geospatial platforms/solutions.
- 7.3.3. Working knowledge of Microsoft Office Suite (Word, Excell, Outlook, and PowerPoint), Adobe Acrobat, and other software systems as required.
- 7.3.4. Excellent customer service skills.
- 7.3.5. Ability to communicate effectively both verbally and in writing, using complex sentences, and proper punctuation, spelling, and grammar.
- 7.3.6. Ability to apply common sense understanding to carry out detailed instructions, prioritize multiple tasks, and work independently to meet deadlines.
- 7.3.7. Ability to interpret and apply Federal, State, and local laws, regulations, and policies.
- 7.3.8. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- 7.3.9. Ability to work independently in the absence of supervision.
- 7.3.10. Ability to function successfully in a team environment.
- 7.3.11. Ability to analyze data and develop reports.
- 7.3.12. Ability to recognize and maintain confidential information.

**8. DESIRED QUALIFICATIONS**

- 8.1. Certified Flood Plain Manager
- 8.2. Pennsylvania Emergency Manager Certification (PEMA)
- 8.3. ICS 100, 200, 300, 400, 700, & 800

**9. DESIRED EXPERIENCE/TRAINING**

- 9.1. Additional years of experience of increasing responsibility within the fire department above the required minimum qualifications.
- 9.2. Associate degree or higher in fire administration, fire science, or related field with course work in administration.
- 9.3. Any other equivalent combination of experience/training that ensures the ability to perform the work requirements listed above.
- 9.4. Knowledge of the geography of the city, including the location of streets, and waterways

**10. TOOLS AND EQUIPMENT USED**

- 10.1. Most of the work will be conducted in an office environment. The Emergency Management Specialist will work with computers, software solutions, records management systems, audio-visual equipment, and other electronic equipment typically used in an office setting.

**Title:                      Emergency Management Specialist**

- 10.2. The Emergency Management Specialist may at times be required to work in austere environments to assist with initial damage assessments during the response and recovery phases of a disaster situation.
- 10.3. The Emergency Management Specialist may at times be required to utilize radio communication systems during planned and unplanned events.

**11. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position may involve regular irregular work hours during emergency/disaster events and planned events. The employee must be available and present for work as scheduled, be on call as ordered or needed in an emergency and always perform all functions of the job safely and efficiently in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

This position requires the emotional and psychological stability needed to work in a professional emergency service environment. The Emergency Management Specialist must be able to accept constructive criticism in a mature fashion, effectively communicate, and interact positively with fellow employees and the public, function as part of a team, tolerate and function effectively under stress, deal calmly and effectively with extreme trauma, violence, physical and mental illness, disability, injury, and death.

**12. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Much of the work environment will be in an office setting, however at times the Emergency Management Specialist may be required to work in an emergency setting for planned and unplanned events.

*The above statements in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.*

**Title:                      Emergency Management Specialist**

**13. SELECTION GUIDELINES**

An application and interview review process as determined by the City of Scranton's Human Resource Department.

**Title:**

**Emergency Management Specialist**

**\*\* THIS PAGE INTENTIONALLY BLANK \*\***