

Title: Emergency Response Coordinator	Effective Date: June 19, 2021	Grade: XII	Job Category: Professional
Prior Title: Transitioned from functional to official class spec on 6/19/21	Prior Effective Date: February 26, 2019	Grade: XII	Page: 1 of 2

CHARACTERISTICS OF WORK

Under supervision of the Workforce Development Health & Safety Section Head, the Emergency Response Coordinator will coordinate statewide emergency preparedness, emergency training programs and emergency operation drills, and maintain the emergency response activities plan and coordinate the ARDOT CERT program.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Collaborate with ARDOT Divisions, Districts, and other stakeholders to enhance emergency preparedness capabilities.
- Work closely with Divisions and Districts to develop emergency management plans and procedures tailored to the specific needs of each area that complement ARDOT's overall emergency management strategy.
- Develop a communications strategy in reference to communicating with law enforcement agencies and other relevant organizations.
- Develop and implement an emergency management training and exercise/drill program that prepares ARDOT personnel for effective response to, and recovery from, emergencies of varying scale and complexity.
- Represent the Human Resources Division at emergency management and disaster recovery team meetings.
- Coordinate ARDOT's Community Emergency Response Team members.
- Coordinate emergency response plans at ARDOT facilities statewide.
- Provide training and educational materials to optimize and improve knowledge of ARDOT staff in regards to disaster mitigation and response to help them be better prepared for emergencies.
- Work collaboratively to identify, reduce and/or eliminate risk from the perspective of emergency management, and support ARDOT's efforts to advance an enterprise risk management strategy.
- Develop, revise, implement, maintain and provide input on internal comprehensive disaster plans, checklists and programs addressing statewide prevention, mitigation, response, recovery and preparedness actions.
- Deliver classroom training in a variety of subjects, including compliance training as needed.
- Assist Health and Safety Officers in safety and risk management procedures.
- Develop and instruct course materials for Maintenance Training Academy (MTA).

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor's degree in public health, public administration, human resources, business, or related field; OR the educational equivalent to a diploma from an accredited high school, plus a minimum of four years' experience planning and implementing emergency management programs and response strategies.

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Knowledge, skills and abilities:

Knowledge of local, state, and federal laws and regulations regarding emergency service, disaster response, recovery, and mitigation. Highly effective oral and written communication skills. Effective planning, organizational, and problem-solving skills. Ability to work effectively under considerable pressure during emergency situations. Thoroughness and careful attention to detail. Ability to work cooperatively and courteously with others. Thorough understanding of, and training in, emergency/crisis management, disaster response, and/or public safety. Thorough understanding of the principles of business continuity and disaster recovery planning. Effective computer and technical skills.

Working conditions:

Frequent statewide travel required.

Licenses, registrations and certifications:

Valid driver's license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check is required to determine candidate suitability for employment. Failure to meet these standards may cause the applicant to be rejected or terminated from the position.