

## **EMERGENCY & SECURITY OPERATIONS COORDINATOR**

### **NATURE AND PURPOSE OF WORK**

Position performs disaster response and recovery coordination, involving damage assessment, filing for recovery funding assistance, response coordination and follow up for Lafayette Consolidated Government (LCG), as well as serving as the building security systems administrator, mosquito control Contract Monitor, Automated Vehicle Location system coordinator, and manager of the Animal Control Division. Incumbent reports to the Chief Administrative Officer and has supervisory responsibilities for a moderately sized animal control staff.

### **ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by the incumbent. All performed may not be listed.)

Incumbent coordinates emergency and disaster preparedness with LCG's Departments, outside agencies and the Communications / Emergency Preparedness district. Serves as the Administration's representative on the Lafayette Parish Communication District and Emergency Preparedness board. Coordinates disaster recovery with Federal Emergency Management Agency, State Interim Emergency Board, with primary emphasis on timely funding. Monitors and reports on recovery efforts and fund use. Researches, analyzes and studies resources for aid in emergency management and recovery.

Administers security systems for LCG's buildings, primarily city hall, reviews closed circuit television monitoring systems and electronic entry systems prior to installation. Issues pass cards, changes codes, responds to reports of problems at all hours.

Serves as Contract Monitor for a millage funded Mosquito Control Program; prepares projected expense budget, reviews invoices, authorizes payments, maintains contact with contractors, takes calls from public, elected officials and others regarding problems with mosquito control, and solves problems that arise.

Administers LCG's Automated Vehicle Tracking policy, its contract for GPS vehicle tracking services, prepares projected expense budget, reviews invoices, authorizes payments, maintains contract with contractor and solves problems that arise. Proposes revisions to Policy and Procedure as needed.

Directs and supervises the Animal Control division in matters such as budgeting, operating policies, oversight, discipline, termination, hiring, and other personnel issues. Assures Animal Shelter complies with state standards for animal treatment; enforces Animal Control Ordinance. Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Thorough knowledge of government structure, resources and agencies involved in disaster operations relevant to LCG.

Thorough knowledge of local, state, and federal agencies and regulations involved with emergency recovery funding and disbursement.

Thorough knowledge of building security programs, procedures, and systems.

Knowledge of local and state ordinances, statutes and / or regulations affecting animal cruelty, care, custody and control, as well as the requirements of LCG's Animal Control Ordinance.

Knowledge of public bid law and contract letting, performance monitoring and administration relevant to mosquito control and vehicle location tracking by LCG.

Ability to establish and maintain effective working relationships with other local governmental officials, employees and the public.

Ability to communicate clearly and concisely both orally and in writing.

### **DESIRABLE TRAINING AND EXPERIENCE**

Completed college related to law enforcement, local government emergency preparedness, response, and funding of disaster recovery, supplemented by police officer state training certification; and prior working experience in emergency preparedness, disaster recovery, building security, municipal animal control ordinance enforcement, automated vehicle location tracking and mosquito control contract administration; or an equivalent combination of education and experience.