Missouri Department of Transportation Job Description

Job Title: Emergency Management Coordinator

Title Code: R04255

Salary Grade: 12

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Safety and Emergency Management

Effective Date: 10-01-2025

Replaces (Effective Date): 02-01-2025

General Summary

The emergency management coordinator oversees the department's emergency management program and manages the emergency communications and radio systems. Duties are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Emergency Management, Fire Science, Homeland Security, Law Enforcement, Safety Management, or related, **AND** eight years of experience in emergency management, fire prevention, law enforcement, communications systems, or related, **OR**

- Twelve years of experience in emergency management, fire prevention, law enforcement, communications systems, or related.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Coordinates activities related to the department's emergency preparedness, prevention, mitigation, response and recovery planning.

2. Develops collaborative working relationships with federal, state, and local emergency management officials, response agencies, non-profit organizations, and private partners.

3. Performs and organizes training sessions related to emergency management and traffic incident management programs.

4. Coordinates resource and equipment typing and needs for internal and external emergency response activities.

5. Performs damage assessments following disasters to determine eligibility for FHWA Emergency Relief and FEMA Public Assistance funding.

6. Identifies potential mitigation and resilience opportunities and provides coordination assistance between state and federal partners.

7. Prepares applications and supporting documentation for reimbursements related to the department's emergency response activities and prepares reports on progress and status of transportation systems.

8. Supports the Central Office Emergency Operations Center (CO EOC) including developing standard operating procedures, training, and coordination of staffing needs.

9. Assists with staffing the Emergency Support Function for Transportation (ESF-1) at SEMA during State Emergency Operations Center activations; supports activities and needs related to the Recovery Support Function (RSF) for infrastructure during the recovery phase of disasters.

10. Plans and coordinates disaster exercises to ensure the department is prepared for emergency incidents.

11. Manages the department's radio and satellite communications systems, including budget management and related decision making.

12. Oversees monthly emergency communications testing, including radio systems and satellite communications; corrects issues identified during testing and development of monthly summaries and maintenance of standard operating procedures.

13. Develops, maintains, and delivers communications training; develops department communications standard operating procedures.

14. Performs supervisory responsibilities.

15. Performs other responsibilities as required or assigned.