

EMERGENCY MANAGEMENT/RISK MANAGEMENT COORDINATOR



Cherokee County, SC

Location

213 Alma Street
Gaffney, SC 29340

Job Type

Full Time
8:00 AM – 5:00 PM
Monday – Friday

Department

EMERGENCY MANAGEMENT

FLSA

EXEMPT

Job Summary

The Emergency Management/Risk Management Coordinator supports the Director of Emergency Management in carrying out the County's mission to minimize loss of life and property from disasters—whether man-made or natural—through preparedness, response, recovery, mitigation, and risk reduction. This position also serves in a dual role coordinating countywide risk management activities to reduce operational, safety, environmental, and financial risk to Cherokee County.

Essential Functions

Essential Functions	% of Time
<ul style="list-style-type: none"> • Emergency Management Coordination <ul style="list-style-type: none"> ➤ Assist in assessing risks and developing, implementing, maintaining, and evaluating emergency management plans and reports, including the Emergency Operations Plan (EOP), Radiological Emergency Plan (REP), Hazard Mitigation Plan, Continuity of Operations Plan (COOP), and related documents. ➤ Organize, coordinate, and participate in exercises and drills to test county emergency plans and identify areas for improvement. ➤ Serve in a functional role within the Emergency Operations Center (EOC) during activations, including extended or after-hours operations. ➤ Operate within the Incident Command System (ICS) during large-scale incidents and hazardous materials events. ➤ Assist with lifesaving operations as required during emergency or disaster response. ➤ Maintain readiness to respond physically and mentally to emergency incidents under adverse and challenging conditions. ➤ 	35%
<ul style="list-style-type: none"> • Risk Management Coordinator (Dual Role) <ul style="list-style-type: none"> ➤ Serve as the County’s Risk Management Coordinator, supporting countywide efforts to identify, assess, and reduce risk. ➤ Assist with maintaining the County’s overall risk management program with County Administration. ➤ Ensure all county incidents, accidents, claims, and losses are properly documented, reported, and communicated to appropriate personnel. ➤ Support departmental risk assessments and loss prevention strategies. ➤ Assist with coordination of safety initiatives, corrective actions, and mitigation measures across County departments. 	30%
<ul style="list-style-type: none"> • Training, Equipment, and Support Functions <ul style="list-style-type: none"> ➤ Support training and certification requirements for emergency management staff, county departments, and elected officials as directed. ➤ Assist with CERT training, public education, and outreach related to emergency preparedness. 	30%

<ul style="list-style-type: none"> ➤ Utilize and maintain various communication systems and equipment, including radios, satellite communication devices, computers, tablets, and mobile devices. ➤ Maintain documentation required to support compliance with state and federal emergency management and risk management requirements. ➤ Manage grant applications and administration of grants within the Emergency Management Department. 	
<ul style="list-style-type: none"> • Other Duties: <ul style="list-style-type: none"> ➤ Respond to emergency incidents or disasters to assist with coordination, documentation, logistics, or other assigned tasks. ➤ Assist with maintenance, inventory, and readiness of emergency management and radiological equipment. ➤ Attend meetings, trainings, and exercises as required. 	5%

Qualifications

<h3>Job Requirements</h3>
<ul style="list-style-type: none"> • High School diploma or GED required. • Four (4) years of college, six (6) years of relevant experience, and/or equivalent combination of education, training, and experience in emergency management, public safety, or related fields. • Proficiency in Microsoft applications and familiarity with virtual meeting platforms. • Must be able to operate a motor vehicle and in possession of a valid driver's license. • Must be able to successfully pass a drug screen.

<h3>Performance Requirements</h3>
<ul style="list-style-type: none"> • Ability to obtain within one (1) year of hire: NIMS/ICS 100, 200, 300, 400, 700, and 800; CPR/AED and Basic First Aid (BLS Instructor preferred); NARCAN; Stop the Bleed; Radiological Worker Training; Hazardous Materials Technician (specialties in Chlorine and Anhydrous Ammonia preferred). • Completion of Damage Assessment Training, Disaster Assistance Workshop, and required Independent Study (IS) courses.

- Drone Part 107 and Swiftwater Technician certifications are a plus.
- Should strive toward South Carolina Certified Emergency Manager (SC CEM) designation within three (3) years.
- Ability to express ideas clearly and concisely, verbally and in writing, to groups and to individuals.
- Ability to analyze and evaluate program activities and procedures.
- Ability to establish and maintain effective working relationships with department/division heads and employees, outside agencies, and the general public.
- Ability to effectively prepare documentation for emergency management duties as well as risk management duties to ensure effective communication and compliance.
- Ability to attend all incidents (so long as no conflict with required emergency management duties) for documentation of county incidents within risk management.

Other Information

Working Conditions

Primary Work Location: Cherokee County Emergency Management
213 Alma Street Gaffney, SC 29340

Physical Demands:

Ability to sit, stand, walk, climb, balance, stoop, kneel, and crawl as required.

Ability to regularly lift up to 25 pounds and occasionally lift up to 75 pounds.

Ability to work in varied environmental conditions including heat, cold, rain, wind, and other adverse conditions.

Ability to perform duties during incidents involving injury, loss of life, mass casualty, or mass fatality events.

Mental Demands:

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies.

Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with

disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.