

**EMPLOYMENT OPPORTUNITY**  
**CITY OF PHILADELPHIA**  
**OFFICE OF EMERGENCY MANAGEMENT**

**TITLE:** Regional Integration Center Coordinator

**SALARY:** Not to Exceed \$50,000 USD/Year

**EMPLOYMENT STATUS:** This is a full time position that is grant funded through 2016, with extensions based on funding availability.

**I. GENERAL OVERVIEW**

The Office of Emergency Management (OEM) is the coordinating agency for emergency management activities in the City of Philadelphia. Through an integrated emergency management program, OEM works to mitigate, plan, and prepare for emergencies; educate the public about preparedness; coordinate emergency response and recovery efforts; and develop tools and identify resources to support the overall preparedness of the City of Philadelphia.

OEM is seeking a Coordinator within its Regional Integration Center (RIC) to ensure the City of Philadelphia and regional partners maintain a high state of operational readiness through coordination, communication, and vigilance. Candidates for this position should possess a strong desire to work in a fast-paced, professional public safety environment, and a willingness to serve the public in the fifth largest city in the nation.

In order to ensure the overall readiness of the City and of the OEM organization, Regional Integration Center Coordinators will staff the RIC 24/7 and will be required to work during non-business hours. Successful candidates must be City residents within six months of hire and are required to serve as members of on-call field response teams. OEM staff also periodically work during non-scheduled hours for extended periods of time, as needed in a field environment, and during activations of Philadelphia's Emergency Operations Center (EOC).

**II. TYPICAL EXAMPLES OF WORK**

The Regional Integration Center Coordinator is responsible for a range of activities including, but not limited to, the following:

- Collect, assemble, and disseminate information on operations which require substantial material and personnel support.
- Confirm the scope and nature of incidents, and analyze information from multiple sources.
- Serve as the primary interface and point of contact for Emergency Management personnel to provide critical information, updates, and support during the monitoring, response and recovery phases of the emergency response cycle.
- Ensure that information about multi-agency responses or incidents is properly communicated and personnel are alerted in a timely fashion.
- Ensure that department personnel are informed of any critical situational updates during response efforts.
- Provide support to communication and coordination efforts in the field at large events or incidents.

- Produce deliverables to be used by response staff including but not limited to mapping products, situation reports, images, informational packages, response reports, liaison updates, and after-action reports.
- Manage and analyze data related to citywide response efforts,
- Maintain communication equipment to make sure it is in a constant state of readiness and perform regular operational tests.
- Perform other work as required.

### III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Effective oral and written communication skills.
- Strong interpersonal, leadership, and negotiation skills.
- Ability to maintain effective working relationships and develop partnerships.
- Ability to interpret federal and state emergency management requirements and regulations.
- General experience in project and organizational management.
- Proficiency with Microsoft Office software (Word, PowerPoint, Excel) and ability to use other IT and communications applications and systems including GIS, crisis management software, radio systems, etc.

### IV. MINIMUM ACCEPTABLE EDUCATION AND EXPERIENCE

- Completion of a bachelor's degree from an accredited college.
- Experience working within an emergency management or other public safety organization is preferred.
- Familiarity with the City of Philadelphia is preferred.
- Experience with National Incident Management System, Incident Command, and operation of interoperability and communication equipment is preferred.
- An equivalent combination of education and experience in a related field will be considered with approval by OEM and the Office of Human Resources.

### V. LICENSES, REGISTRATIONS AND/OR CERTIFICATES

- Possession of a valid proper class motor vehicle operator's license issued by the Commonwealth of Pennsylvania within six months of hire.
- Successful completion of FEMA Independent Study courses (IS 100.a, 200.a, 700.a, and 800.b) within first month of appointment.
- RIC Coordinators will have access to secure public safety information. All selected applicants must undergo and successfully complete a background investigation as a condition of placement in this position.

### VI. PHYSICAL AND MEDICAL REQUIREMENTS

Ability to physically perform the duties and work in the environmental conditions required of this position.

### VII. APPLICATION INSTRUCTIONS

Interested candidates should submit a cover letter, resume, and writing sample (showing your ability to write a plan, policy or report-style document) to:

Robert Keehfuss, EOC/RIC Program Manager  
 Office of Emergency Management  
 Email: robert.keehfuss@phila.gov