



Emergency Manager

Class code: 01085

Employee Group: Management/Confidential

FLSA: Exempt/Non-Exempt

Salary Band: 9

I. Position Summary

To plan, organize and supervise the County's Emergency Management Program; to assist in the development, implementation and evaluation of a comprehensive, integrated emergency management system; to coordinate with State and regional agencies, other County offices, cities, fire departments, public service districts, and non-governmental agencies; to oversee and facilitate response to emergencies arising from any human caused or natural disaster; and to develop, coordinate and provide training and public education.

II. Supervision Exercised

May act as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Organize, coordinate, evaluate, and maintain a comprehensive, integrated Emergency Management Program for the County.
- Ensure compliance with Federal and State laws and regulations governing the Emergency Management Program to include maintenance of the County's Emergency Operations Plan (EOP), development and maintenance of the County's Emergency Operations Center (EOC), and identification and training of the EOC staff.
- Develop program guidelines for the purpose of evaluating and improving County and local government readiness for disaster operations.
- Work closely with Federal, State, regional and local emergency management personnel, non-profit agencies, and private sector organizations to coordinate and integrate the preparedness, response, recovery, and mitigation efforts of the County; and relay information from higher level emergency management organizations to local government.
- Assist County departments with development of their emergency plans and procedures to ensure conformance and compatibility with County and other applicable emergency operations plans.
- Prepare and submit Federal Emergency Management Agency grant proposals and manage grant awards; coordinate applications for Federal Emergency Management Agency disaster assistance programs.
- Ensure compliance with State and Federal requirements for emergency management funding programs including planning, performance and mitigation grants, technical assistance, disaster assistance, and surplus property acquisition.
- Conduct or obtain training for government employees; recruit and train volunteer personnel; coordinate community response and recovery training for local citizens and private sector personnel; design, execute, and evaluate emergency/disaster preparedness, response, and recovery exercises.
- Propose and prepare administrative rules necessary to implement the County's Emergency Management Program and maintain the County's Emergency Services code.
- Represent the County on local, regional and Statewide councils/committees focusing on emergency management, public safety, emergency communications, or other emergency service functions.
- Make appearances at various functions to represent the County's Emergency Management Program; promote emergency preparedness; prepare news releases, public displays and other informational materials for use at the County level.

- Prepare the budget; assist in budget implementation and administration; prepare reports on operations and activities; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies. Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Knowledge of Federal, State and local laws and regulations related to emergency management, including disaster response and recovery.
- Knowledge of program planning, development and evaluation.
- Knowledge of the principles of disaster and emergency exercise design and evaluation.
- Knowledge of the administrative law process.
- Knowledge of budgeting procedures and techniques.
- Knowledge of principles and practices of supervision, training and personnel management.
- Knowledge of the principles of grant writing and grant management.
- Ability to effectively interpret and maintain compliance with laws and regulations.
- Ability to coordinate and facilitate program activities with other departments and agencies.
- Ability to research and maintain current knowledge of State and Federal requirements for program-related funding programs.
- Ability to promote positive working relationships and individual performance.
- Ability to supervise, train and evaluate assigned staff and volunteers.
- Ability to identify, prepare and submit grant proposals and manage grant-funded projects.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Ability to communicate effectively, both orally and in writing.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- Bachelor's degree in business, public administration or a related field AND two years of progressively responsible professional experience in emergency management; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Valid Oregon State Driver's License with an acceptable driving record. Certification as a Certified Emergency Manager (CEM) recognized by the International Association of Emergency Managers and/or certification as an Oregon Emergency Management Specialist (ORCEMS) recognized by the Oregon Emergency Management Association is desirable.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires driving, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Requires exerting in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently and in excess of 20 pounds of force daily to move objects. Requires ability to perceive color, odor, texture and sound. Requires driving and travel.

Working Environments

Work is performed both in the office and in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to moving mechanical parts, electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, inadequate lighting, work space that restricts movements, intense noise, dust and disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 4/18