



WORKING TITLE: EMERGENCY MANAGER	CLASSIFICATION: EMERGENCY MANAGEMENT COORDINATOR
DEPARTMENT: SHERIFF	DIVISION: EMERGENCY MANAGEMENT
PAY RANGE: SFMGT 16	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 7720
PPE: PER WORK LOCATION	REVISION DATE: DECEMBER 2016

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Plan, organize and administer activities of a county-wide all hazard emergency management program to promote preparedness, mitigation, response, and recovery. Prepare and implement the division budget. Develop and maintain plans and programs as necessary for the timely and efficient delivery of emergency services to citizens of the county, consistent with statutory requirements, resulting from natural or man-made emergencies or disasters. Plan training and exercises with partner groups and agencies to enhance preparedness and test plans. Oversee the Emergency Operations Center (EOC) and train EOC staff. Perform related work as assigned. This is a full-time position and is not eligible for overtime.

SUPERVISION RECEIVED:

Work under the general direction of the County Sheriff with guidance from the County Administrator and Board of Commissioners. Operate with latitude for independent action and decision commensurate with demonstrated ability. Errors in judgment could have substantial impact on public safety, legal liabilities, costs, and public relations.

SUPERVISION EXERCISED:

Supervise a .5 FTE administrative assistant and a .5 FTE Assistant Emergency Manager.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Plans, organizes, monitors and controls performance of assigned division in conformance with objectives, Emergency Management Performance Grant requirements, plans, schedules and budgets.
- Maintains the office of emergency management facilities as necessary to ensure that key personnel can direct and control operations during emergency situations.
- Coordinates emergency management with dispatch centers and establishes internal procedures to conduct coordinated operations during emergencies.
- Initiates and maintains contact with Oregon Emergency Management (OEM) and the Oregon Emergency Response System (OERS) immediately during and/or following a major emergency or disaster.
- Provides information and advice to county leadership and operating departments on the

special conditions and operating requirements that would be imposed by disasters (e.g., effects of winter storms, earthquakes and major fires).

- Coordinates damage assessment activities during and following an emergency to ascertain the degree of damage incurred throughout the county that will drive an emergency declaration.
- Prepares emergency declaration documents for commissioners' signatures.
- Coordinates the development of local government emergency operations plans, outlining the action of local resources during an emergency or disaster situation, and identification of key personnel that would be utilized in the management of major emergencies.
- Establishes and maintains warning systems to alert the public of disaster conditions.
- Conducts periodic checks of the warning systems and provides information to the public on the types and use of warning devices during actual emergency situations.
- Establishes and maintains current roster of key personnel to be contacted and alerted for specific duties during an emergency.
- Establishes and maintains a community shelter plan consisting of a list of suitable shelters, the capacity these facilities can accommodate during an emergency situation, and obtains agreements from building owners to use them during emergencies.
- Establishes training and exercises to rehearse local and County emergency operations plans, improve the proficiency of key response and recovery personnel, and practice public information operations.
- Coordinates release of factual information which is imperative to survival and protection of property during actual emergencies.
- Utilizes all available news and social media to provide an orderly and informative means of getting emergency instructions to the public.
- Coordinates with local community service organizations and other voluntary groups/agencies regarding availability and staging of special equipment located in the area for use in an emergency situations.
- Coordinates with area school districts for training programs which provide an expert staff of key personnel.
- Oversees implementation and maintenance of Continuity of Operations Plans (COOP) by County departments.
- Oversees a community preparedness program to encourage and facilitate private citizen and business preparations for emergencies.
- Applies for matching funds, grants, and any other assistance (e.g., surplus and excess property) available through state and federal agencies, as authorized.
- Prepares and submits justification for assistance program from governmental agencies for victims of disaster.
- Attends and participates in local, state and federal seminars and related training programs, as authorized.
- Serves as Liaison between Yamhill County, other city and/or county emergency management organizations in the state, Oregon Emergency Management, FEMA and the U.S. Department of Homeland Security.
- Develops, reviews, revises, and maintains all appropriate plans.
- Oversees the Community Emergency Response Teams (CERT) program.
- Coordinates activities of the Amateur Radio Emergency Services (ARES) team.

JOB SPECIFICATIONS

KNOWLEDGE OF:

- Principles and practices of emergency and general program management; including application of Federal, State, and local laws and policies and standards regarding Emergency Management and Emergency Response.
- Strategic planning methods with emphasis on services related to emergency preparedness, mitigation, response, and recovery.
- Safety standards, procedures, and precautions utilized in emergency response activities and handling of hazardous materials and environmental concerns.
- Modern office procedures and methods, and relevant computer equipment and systems.
- Regional geography, locale of street and principal commercial and institutional structures.
- Radio communication, telephone and other communication systems.
- Effective educational program practices, methods and techniques.
- Computer based programs like Word, Excel, and PowerPoint for daily use and specialized programs employed by EOCs for response activities.

SKILL IN:

- Effective communication, both verbally and in writing.
- Establishing and maintaining effective working relationships with co-workers and members of the general public.
- Demonstrating leadership.
- Interpreting and applying federal, state, and local policies, procedures, laws, and regulations.

ABILITY TO:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of program objectives.
- Demonstrate strong analytical and technical writing skills including the ability to prepare clear, concise and comprehensive reports, plans, procedures and guidelines.
- Create and present professional presentations effectively communicating technical information using presentation software, for example PowerPoint.
- Implement organized analysis, research methods, techniques, and procedures to enhance a cooperative problem-solving environment.
- Interpret and apply Federal, State and local policies, procedures, laws, and regulations.
- Communicate clearly, concisely and effectively both orally and in writing, to a diverse group of internal and external stakeholders.
- Establish and maintain highly effective working relationships with diverse individuals, groups, and public agencies, while obtaining consensus from groups with widely disparate and sometimes opposing needs.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Analyze situations quickly and objectively, and determine a proper course of action and resources needed while working under pressures of time-sensitive deadlines.
- Demonstrate leadership, responding quickly, calmly, and confidently in emergency situations, with employees, contractors, public officials, other agencies, customers, and the public especially during critical emergency incidents.

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- Demonstrate strong attention to detail and the ability to review the work of others for accuracy and completeness.
- Work independently and collaboratively and gain cooperation of others to accomplish work objectives; effectively lead or coordinate project teams.
- Maintain confidential and private information.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

An Associate's degree (AA or AS) or higher AND (6) years responsible experience in one or more of the following areas: emergency management, or a related discipline including, but not limited to: military, public works, public health, law enforcement, fire services, or emergency medical services AND (4) years of management level supervision experience in one of the related fields mentioned above.

OTHER REQUIREMENTS:

Must be available for 24 hour on-call response to perform emergency management duties during an emergency and be able to travel to meetings and attend trainings that may require overnight stays. Must possess, or obtain within 30 days of hire, a valid Oregon driver's license, and possess at time of hire, a current acceptable driver's record from former state of residence. An employee authorized to operate a private vehicle on County business is required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

The following courses/certifications must be obtained within the timeline specified of hire:

FEMA Professional Development Series (PDS) - (1 year)

FEMA National Incident Management System (NIMS) IS-100, 200, 700 and 800 (Grant Requirement) – (1 year)

Courses/Certification: Certified Emergency Manager (CEM) or Oregon.

- Oregon Certified Emergency Management Specialist (ORCEMS) – (2 years)

Basic Applied Practices Series (BAPS) – (2 years)

Twenty (20) hours of instruction in emergency management. Annual grant requirement

Must pass a criminal history background investigation.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in the community and an office environment, and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typically that of an office. Work may also involve travel within the county and to other locations for meetings. Frequent interruptions may be encountered throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds occasionally.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.