



JOB DESCRIPTION

Title	Emergency Manager	Created	Dec. 2011
Department	Office of Emergency Management	Revised	Jan. 2022
Job Class	M 5	Safety Sensitive	Yes
Labor Union	Unrepresented	FLSA	Exempt

Purpose

Plan, organize, and support the administration, planning, and operations of Clatsop County's Office of Emergency Management (CCOEM).

Essential Functions

- Participate in the development and update of various emergency management related plans and documents.
- Establish, equip, staff, and maintain the primary EOC in a constant state of readiness from which to direct operations in time of a countywide emergency. May assume the position of Incident Commander or EOC Director during an emergency event or planned exercise.
- Provide professional level support in developing, updating, and implementing the county's Emergency Management Program Grant (EMPG), and recommend application and work plan revisions and additions as required.
- Assist the Emergency Management Director in the coordination of the county Continuity of Operations (COOP) planning, training, and exercises.
- Assist the Emergency Management Director in the annual budget process by providing key grant, and program-specific revenue and expense forecasts to ensure annual departmental programs and projects are properly funded.
- Partner with Community Emergency Response Teams (CERT), Medical Reserve Corp and other volunteer programs to enhance preparedness and response capabilities countywide.
- Establish positive working relationships with federal, state and local emergency management professionals to effectively coordinate and direct the work of local volunteers and resources.
- Inspect and assist in documentation of damage assessments. Compile and summarize all relevant information. Coordinate and transmit damage assessment reports to the proper authorities.
- Assist in the research, preparation, and timely submission of various grants and proposals on behalf of CCOEM and partner agencies.

Other duties and assignments may include, but are not limited to:

- As directed by the Emergency Management Director, act as county liaison with local, state, or federal officials with respect to recovery activity and operations.



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- Develop and write reports, articles, after-action reviews, media releases, and other correspondence regarding emergency preparedness, mitigation, response and recovery.
- Prepare and present various training classes and briefings on selected emergency management topics.
- Assist county department heads to plan and organize various exercises in order to test emergency response and operation plans.
- Assist with managing the CCOEM's public radio communication system. Recommend the purchase and maintenance of such systems. Monitor radio communication performance and assess system functionality.
- In coordination with the American Red Cross, establish and maintain a viable community shelter plan.
- Be prepared to assume the duties and responsibilities of the CCOEM Director in the director's absence or incapacity.
- Follow and enforce all safety laws, rules and procedures established for all work areas.

Mandatory Qualifications

- Bachelor's degree from an accredited college or university with major course work in Emergency Management, Public Administration or related field.
 - Minimum of three (3) years of experience planning and coordinating emergency preparedness and response programs and activities, including one (1) year of supervisory experience as well as previous experience as a trainer.
 - Knowledge of principles and practices of organizational management to include program planning, development, evaluation, and fiscal administration.
 - Must possess knowledge and training in the Incident Command System. ICS courses 100, 200, 300, 400, 700, 701, 702, 703, 704 and 800 are required after twelve months in position.
 - Incumbent must be familiar with all federal, state, and local laws and regulations related to disaster preparedness, mitigation, response and recovery.
 - Experience in project management and grant writing.
 - Exceptional verbal and written communication skills. Skill and ability to work independently and develop goals, procedures, and anticipate task requirements inherent to assigned areas of responsibility.
 - Proven ability to build and maintain partnerships and collaborative working relationships with community leaders, coworkers, volunteers, and citizens.
 - Exercise sound judgment and discretion when dealing with interdepartmental, intergovernmental, and interagency representatives.
 - Ability to effectively coordinate and facilitate team meetings and group decision making process.
 - Must possess and maintain driving privileges in the State of Oregon.
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Desired Qualifications

Designation as a state or international Certified Emergency Manager (CEM) or Oregon Emergency Management Specialist (ORCEMS) is highly desirable.

Physical Demands

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Requires exerting up to 20 pounds frequently, 50 pounds occasionally, of force to move objects.

In an emergency situation, this job may involve physically challenging work to include walking and climbing over rough terrain.

Working Conditions

Work is generally performed in an office environment or Emergency Operations Center and may include exposure to frequent disruptions. During emergency or planned event, must be able to work a 24 hour-a-day/7 day-a-week work schedule. Travel is required to inspect disaster sites, attend meetings, training, conferences and occasional fieldwork. Must be available to respond to a declared emergency within 30 minutes (when on duty) 24/7/365. This position could expose incumbent to potentially stressful or dangerous situations.

Supervisory Responsibility

Exercises supervision over assigned support staff, and may also supervise contractors and volunteers.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.