



JOB DESCRIPTION

Title	Emergency Management Director	Created	Jan. 2022
Department	Office of Emergency Management	Revised	
Job Class	M 7	Safety Sensitive	Yes
Labor Union	Unrepresented	FLSA	Exempt

Purpose

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

Essential Functions

- Develop, update, and implement a comprehensive county emergency management program which includes mitigation, preparedness, and response/recovery functions.
- Develop, update, and maintain plans to include, but not limited to: Emergency Operations, Natural Hazard Mitigation, and Continuity of Operations.
- Ensure operational readiness to initiate timely alert notifications, activate EOC, conduct damage assessments and otherwise support the resource, information, and communications needs of local, state, and federal partners, stakeholders, and residents/visitors.
- Prepare multi-year work plan, with annual updates, detailing priority tasks, desired outcomes, resource requirements, and key performance measurements.
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- Coordinate state and federal grant programs with public, private, and non-governmental organizations and stakeholders.
- Prepare the annual budget for CCOEM, continuously review and monitor expenditures to remain within established budgetary constraints.
- Assists in the preparation and recommends adoption of ordinances and resolutions necessary to implement comprehensive emergency management and homeland security plans.
- Partner with Community Emergency Response Teams (CERT), Medical Reserve Corps, and other volunteer programs to enhance preparedness and response capabilities countywide.
- Develop and conduct training for emergency responders and Emergency Operations Center (EOC) staff. Conduct simulated exercises for practice in response to multi-hazard incidents and conditions.
- Promote emergency preparedness public education programs.
- Maintain up-to-date emergency management and operation agreements, emergency operation plans, and hazard analysis plans with private contractors, local, state, and federal agencies.
- Complete and submit annual surveys to the Oregon Emergency Management office in a timely manner.



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- Observe the activities and response of Emergency Operations Center (EOC) staff and volunteers to evaluate effectiveness based on established guidelines and plan requirements; analyze post-activity reports and implement findings into Emergency Operations Plan (EOP).
 - Develop and/or coordinate the implementation of intergovernmental agreements, mutual aid agreements, and letters of understanding with other public jurisdictions, special districts, and private organizations to facilitate and coordinate emergency and terrorism response.
 - Act as the county representative with federal, state, and local agencies, community and professional groups, committees, commissions and boards regarding all aspects of the county's emergency management program.
 - Monitor legislative and administrative actions, analyze policy, and advocate for county needs in development of legislation in coordination with county manager's office.
 - Coordinate and lead deployment of county departments and employees as deemed necessary during an emergency, disaster, or terrorism incident.
 - Provide oversight to county Continuity of Operations (COOP) planning, training and exercises.
 - Administer the Ambulance Service Area program and represent the county with regard to the Ambulance Service Area Advisory Committee.

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 four (4) years' progressively responsible experience in managing an emergency management function, including two (2) years of supervising staff.
 - Knowledge of principles and practices of organizational management to include program planning, development, evaluation, and fiscal administration.
 - Must possess current certifications indicating completion of National Incident Management System Classes: IS 100, IS 200, IS 300, IS 400, IS 700, and IS 800.
 - Successful completion of the FEMA Professional Development Series (PDS) or ability to complete within one (1) year.
 - Successful completion of the Oregon Office of Emergency Management Basic Applied Practical Series (BAPS) or ability to complete in one (1) year.
 - Incumbent must be familiar with all federal, state, and local laws and regulations related to disaster preparedness, mitigation, response, and recovery. Knowledge of the principles of disaster planning and exercise design is essential.
 - 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.
 - Ability to assign tasks to subordinates that capitalize strengths to support the mission of the department, as well as provide guidance and training to address knowledge gaps.
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- 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.

Desired Qualifications

- Masters Degree in Emergency Management or related fields.
- 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 candidate to potentially stressful or dangerous situations.

Supervisory Responsibility

Directly supervise 2-5 employees. During exercises and/or an emergency, this position will also supervise other staff and/or volunteers in the operations of the Emergency Operations Center (EOC).

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.