

Union County Job Description

JOB TITLE: Emergency Manager

DEPARTMENT: Emergency Services

APPROVED BY: Administrative Officer

DATE: April 19, 2021

PURPOSE OF POSITION:

Administers Emergency Management Program for Union County by coordinating planning and response efforts with FEMA and Oregon Emergency Management. Leads preparedness efforts at the County level including preparing for, responding to, recovering from and mitigating for natural and human caused emergencies in Union County. Promotes community and individual preparedness; manages and implements projects; writes and administers grants; acts as a liaison between County Commissioners and local, state and federal emergency response agencies.

ESSENTIAL JOB FUNCTIONS:

1. Creates, coordinates, prepares, updates and maintains plans for various emergencies with local, state and federal agencies, adjoining counties, other county departments, cities, fire districts, public utilities, non-profits and other organizations.
2. Provides or arranges for training to support emergency planning and response with an emphasis on maintaining NIMS compliance.
3. Coordinates planning and execution of exercises to give local officials and responders practice in directing integrated operations under simulated emergency conditions.
4. Promotes County-wide emergency programs through press releases and speaking to various agencies and groups.
5. Provides for the procurement of, and maintains records of facilities, personnel and equipment available for use in emergency situations.
6. Manages and implements projects and conducts the necessary administrative duties.
7. Prepares and administers grants and performs all the duties associated with implementation and documentation.
8. Responds and evaluates adverse conditions, emergency management calls for service, and coordinates with local, state and federal agencies during emergency operations.

9. Manages and maintains Union County Emergency Communication System including basic trouble shooting, system improvement, strategic partnership and investment.
10. Manages, interacts and supervises various volunteers and volunteer organizations supporting emergency services.

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 DEGREE ASSIGNED TO THIS JOB.

MINIMUM JOB QUALIFICATION REQUIREMENTS:

1. Thorough knowledge of the principles of emergency management including training and experience in incident management and the Incident Command Structure (ICS).
2. Ability to communicate effectively, both verbally and in writing.
3. Ability to conduct detailed studies, research, form a cohesive position and articulate a persuasive perspective to support County priorities.
4. Ability to prepare and maintain accurate reports, records and documentation.
5. Skill and ability to establish and maintain effective working relationships with other County departments, partner agencies and the general public.
6. Demonstrated ability to effectively provide leadership, coordinate and facilitate group efforts.
7. Ability to work long hours while maintaining effective and efficient operations and relationships.
8. Ability to operate in stressful situations while maintaining problem-solving and critical thinking skills.
9. Ability to maintain situational awareness
10. Demonstrated understanding of public safety radios and radio systems.

MANDATORY EDUCATION AND SKILLS

High School graduation or equivalency, preferably supplemented by training in related fields; and four years of progressively responsible experience planning and supervising operational programs/projects within Emergency Services; or any equivalent combination of experience and training which demonstrates the ability to perform the above-described duties.

PREFERRED EDUCATION AND SKILLS

Bachelors degree in emergency management, natural resources or related field. Four years of training and experience in Incident Management including experience in EOC operations, Command, General Staff and Incident Commander levels. Vehicle and ATV operation in inclement weather and challenging conditions.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects and tools. The position requires mobility, manual dexterity, and coordination for over 75% of the work period while operating equipment such as a computer keyboard, telephone console, calculator, etc. Duties may involve moving materials weighing up to 50 pounds on a regular basis, driving a vehicle and walking. Ability to function in adverse weather conditions including but not limited to snow, flood, extreme heat, etc.

WORKING CONDITIONS:

A portion of the duties take place outside of buildings with exposure to all types of weather conditions and terrains on a year-round basis. A portion of the duties are accomplished in an indoor office environment with usual office working conditions. Position is subject to emergency call out after regular duty hours.

SUPERVISORY RESPONSIBILITIES:

Supervises and provides training and orientation to emergency services department employees and volunteer organizations.

SUPERVISION RECEIVED:

An employee serving in this position works under the Administrative Officer and the County Board of Commissioners who outline objectives and priorities for the position, and review work on the basis of results obtained.