

Job Description for:



Emergency Management / Homeland Security Coordinator

Salary Range: 816, M2
FLSA Status: Exempt, non-rep
Revised: 07/01/2011

Classification:	Program Coordinator I	Reports to:	Emergency Management Manager
Division:	Emergency Management and Homeland Security Division	Direct Reports:	None. Supervision is not a typical position responsibility. May provide functional supervision of volunteers, interns and temporary employees for assigned projects or EOC activation.

Job Definition

The Emergency Management Coordinator administers the day-to-day operations of the Emergency Management program. Responsibilities include coordinating mitigation, preparedness, response, and recovery plans for Clark County, unincorporated Clark County and each city within the County, along with adjunct responsibility for Region IV Homeland Security coordination efforts. Incumbents manage the planning efforts of multiple agencies and jurisdictions; work with various boards and committees; and serve as a liaison with local, state, and federal agencies.

Distinguishing Characteristics

The Emergency Management Coordinator and Homeland Security Coordinator jobs are both within the Program Coordinator I classification, and are distinguished by coordinating or assisting in the coordination of moderate sized programs, with few or no staff reports. The Coordinator works under broad program guidelines and general supervision of the Emergency Management Manager. The Homeland Security Coordinator has additional functional reporting responsibility to Washington State's Region IV Homeland Security Council.

Essential Job Functions

Incumbent must be able to perform the essential functions of the job with or without reasonable accommodation.

Note: Not all incumbents will perform all tasks and duties listed below. Specific job assignments and tasks will be tailored to the incumbent based on areas of program emphasis.

- Develops and maintains comprehensive emergency management plans for Clark County and those cities located within Clark County boundaries. Coordinates all homeland security related initiatives. Coordinates regionally with Washington State Emergency Management, City of Portland, and SW Washington counterparts.
- Develops and maintains the Hazard Identification & Vulnerability analysis (realistic risk-base). Develops recovery and mitigation plans. Maintains the resource inventory (vendor & resources) list.
- Reviews legal agreements, memorandums of understanding, and proposals and makes program recommendations to management.
- Recruits, interviews, and trains volunteers, interns, temporary employees.
- Develops, maintains and enhances emergency management alert, warning and communications systems such as EAS, NAWAS, CEMNET, telephone systems (satellite, landline, mobile), amateur radio, pager, email, internet, social media, etc.
- Coordinate volunteer emergency worker data
- Coordinate with the Clark County Sheriff's Office on search and rescue (SAR) programs. Provide SAR resources to CCSO and State upon request. Process emergency worker documentation and claims.
- Assist in the development and management of the Washington State Homeland Security Region IV budget. Serve as staff to the Region IV Council. Fulfill Region IV office functions.

- Coordinate emergency notification and briefings of officials.
- Provide information directly to the public according to legal requirements.
- Provides assistance in development and maintenance of the annual Emergency Management budget and for special programs and events.
- Researches, applies for and administers grant funding for emergency management / homeland security programs. Secures SLA funding from State Emergency Management Division
- Speaks at public engagements and educational events. Serves as contact for media outlets regarding Emergency Management. Writes and disseminates media releases.
- Works with schools, health care facilities, businesses, utilities and other critical facilities and infrastructures in emergency planning and preparedness initiatives.
- Designs, implements and conducts training and curriculum.
- Serves on-call as Emergency Services Duty officer.
- Staffs and oversees Emergency Coordination Center activities during activations. Maintains the Emergency Coordination Center equipment, processes and procedures.
- Assists with the CERT Program. Provides volunteer coordination, administration, and supervision. Coordinates search and rescue, and amateur radio services.
- Maintains the emergency alert system, and other disaster communication/warning systems. EAS planning, system maintenance and staff training.
- Administers, coordinates, and supports LEPC (Local Emergency Planning Committee)
- Plans and coordinates special events
- Provides general interagency coordination and review of emergency plans, procedures, guidelines and standard operating procedures (SOPs) for agencies and jurisdictions.
- Oversees installation, maintenance, and testing of Emergency Alert System (EAS) equipment.
- Designs, manages, and implements a yearly full-scale or functional disaster exercise
- Assists in development and recommendation of emergency preparedness goals and objectives
- Interact regularly with involved jurisdictions, committees, councils, and volunteers in the ongoing planning and participation of emergency preparedness events and activities.
- Answers questions and provide information to the public including letter writing, proposal development and making formal presentations regarding the program.
- Prepares grant applications, staff reports, and project reports
- Develops program reports, proposals and correspondence for distribution to the CRESA Administrative Board, management team, user agencies, and other interested stakeholders
- Represents the Agency or division at meetings as requested; serves on various committees. Provides information and assistance to other departments, outside agencies, and the public on assigned functions.
- Performs related duties as assigned.

Minimum Job Qualifications

Experience and Education: Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and ability required to successfully perform the job will be considered. A typical way to obtain the knowledge and abilities would be:

- At least one year of emergency preparedness experience related to the specific area of assignment
- Bachelor's degree in emergency management, business administration, public administration, or a closely related field may substitute for the required experience.
- ★ Candidates must successfully pass pre-employment reference and criminal history checks
- ★ Candidates and incumbents must have ability to perform the essential functions of this position with or without reasonable accommodation

Knowledge of: Principles and practices of emergency management / preparedness including mitigation, preparedness, response, and recovery plans. Principles and practices of supervising, training, motivating and leading volunteers. Principles and practices of project management and grant administration. Modern administrative methods and procedures, business correspondence and report preparation. Application and

interpretation of Agency policies and procedures as well as local, state and federal laws and regulations relevant to the program area. Effective research and record keeping methods and techniques.

Ability to: Organize and coordinate a comprehensive emergency management / preparedness program. Interpret applicable laws, regulations, policies and procedures. Respond, resolve and coordinate resolution of difficult and sensitive citizen inquiries and complaints about the programs. Apply critical thinking, problem solving and collaborative approaches to improving program services. Effectively plan and accomplish program goals, including appropriate delegation of tasks to volunteers, interns, temporary employees and/or other stakeholders. Carry out Agency policy directives in an effective and timely manner. Analyze situations thoroughly, identify potential problems, and find effective solutions. Establish and maintain positive and professional working relationships with managers, coworkers, other governmental jurisdictions, volunteers, the media and the public. Effectively communicate and express ideas both orally and in writing. Apply appropriate independent initiative, discretion, judgment and organizational skills to a variety of projects, assignments and situations. Understand and execute complex oral and written instructions. Apply available guidelines, policies or procedures in diverse situations. Prepare and present written correspondence, reports and materials in clear, correct and comprehensible terms from general notes and concepts.

Necessary Special Requirements: Must be able to adjust work hours as necessary and be available for call-out in event of emergencies. Must maintain 24-hour availability via an agency supplied wireless device capable of voice and data communication when assigned as Duty Officer. Must possess a valid driver license and have access to a motor vehicle (personal or agency) on an as needed daily basis.

Physical / Sensory Requirements. The following characteristics describe the most common ways this position’s essential functions and job tasks are performed. Any incumbent or candidate for this position must be able to perform the essential functions and job tasks with or without reasonable accommodation.

Sight and Vision	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Close / Fine Visual Acuity.</i> Differentiate and comprehend visual effects of subtlety or precision. • <i>General Visual Acuity.</i> Differentiate and comprehend visual effects of general size, shape, and distance. 	Daily	Important
Hearing	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>General / Broad Hearing.</i> Differentiate and comprehend: <ul style="list-style-type: none"> ○ Voices (ambient or intrusive) face-to-face, in groups with multiple speakers, by phone or radio, etc. pitch, volume in ‘normal range’ ○ Verbal speech, language, accents, and sounds including subtle speech, intonation, inflection, emphasis, and nuance. 	Daily	Very Important
Speech	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Communication.</i> Communicate fluently in English. Communicate orally; express thoughts and emotions by word, sound, and gesture. 	Daily	Very Important
Touch	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Basic Repetitive Hand / Arm Motion.</i> Make regular movement (motion) of wrist, hand, fingers, elbow, shoulder, etc. to type, use computer mouse, etc. • <i>Lift.</i> Move object upward to a higher position; hoist. Typical weight lifted does not exceed 10 lbs. 	Daily	Important Slightly Important
Physical Coordination	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Sit.</i> Office work is typically performed in a seated position • <i>Mobility.</i> Move about to accomplish work. • <i>Drive.</i> Operate a motor vehicle to get self to and from various locations. 	Daily Weekly / Monthly Weekly / Monthly	Important Important Important
Working Memory	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Audio Memory.</i> Retain and retrieve information gained via audio sources. • <i>Visual Memory.</i> Retain and retrieve information gained via visual sources. 	Daily	Very Important Very Important
Comprehension	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Rapid Comprehension & Application.</i> Grasp meaning, nature, or importance of information. Quickly apply knowledge to work or situation. • <i>Complex Comprehension & Application.</i> Grasp meaning, nature, and importance of complex or ambiguous information and apply to work 	Daily	Very Important Very Important

Environmental Working Conditions	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <i>No Substantial Hazards.</i> Position is not substantially exposed to adverse environmental conditions. 	--	--
Level of Physical Activity	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <i>Sedentary Work.</i> Work primarily requires exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. 	Daily	--

Work Environment (Essential functions)

Work is performed primarily in an office setting, with moderate travel to and from local and regional trainings, meetings, and conferences or similar. Incumbent works with personal computers, telephones, and other general office equipment that require detailed dexterity. Work involves moderately extensive keyboarding and manual dexterity, and also entails general reaching, stretching, and lifting of office supplies and program equipment, such as paper, binders, files, phone sets, pamphlets, brochures, and display boards. Some walking, bending, carrying and moving program equipment and materials is required.