



# JOB DESCRIPTION

<i>Title</i>	<b>Emergency Management Coordinator</b>			
<i>Department</i>	Emergency Management		<i>Job Class</i>	RU 16
<i>Driving Required</i>	No		<i>Safety</i>	No
<i>Labor Union</i>	Unrepresented		<i>FLSA</i>	Exempt
<i>Created</i>	Oct. 2010	<i>Reviewed</i>	June 2023	<i>Revised</i> July 2023

## **Purpose**

The Emergency Management Coordinator is responsible for assisting in the coordination of the county's disaster preparedness, mitigation, response, and recovery activities with respect to all hazards that have the potential to overwhelm local resources.

## **Essential Functions**

A person employed in this classification must possess the ability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Oversee local disaster volunteer programs including but not limited to Community Emergency Response Team (CERT), Teen CERT, Citizen Corps and Auxiliary Communications volunteers. Aid in coordinating volunteers and members of other agencies involved in activities relating to drills, incidents or public awareness efforts.
- Develop and maintain aspects of the county communications to include sirens, mass notification systems, traditional media sources and social media.
- Assist in promoting all-hazards emergency preparedness to citizens through public education (including press releases, public appearances, outreach events, social media, etc.) regarding all phases of emergency management.
- Support department training efforts by assisting with research and coordination of department-sponsored training for emergency responders, EOC staff and volunteers, as needed. Perform training needs assessments, identify resources and deliver training opportunities to local employees and volunteers to enhance the county's ability to respond and recover from emergencies in accordance with the homeland security exercise and evaluation program. Assist in designing, planning, coordinating and executing tabletop, functional and full-scale local and regional exercises. Compile and maintain training/exercise records in compliance with state and federal requirements.
- Assist with continuously maintaining the Clatsop County Emergency Operations Center (EOC) in a state of readiness. Help to establish and staff the EOC during emergencies.
- Help align the county emergency operations plan (EOP) with internal and external agencies/departments, as well as hospitals, schools, private sector partners and



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ambulance services.

- Assist with updates to county, city and community emergency plans as necessary.
- Serve as a liaison and emergency management resource to various governmental bodies and community organizations. Assist local agencies with National Incident Management System (NIMS) maintenance and compliance as needed.
- Participate in the Local Emergency Planning Committee (LEPC) to facilitate the planning and response to natural and human-caused issues with respect to extremely hazardous materials handling and storage in Clatsop County.
- Help prepare grant applications and associated performance reports. Assist in research and preparation of grant applications and aid with grant administration when necessary.
- Assist with grant management, office duties, budget/finance, and other staff support matters as needed.
- Perform all duties in close coordination with the emergency manager and department director.

## ***Required Education & Experience***

Bachelor's degree in emergency management, public planning, public health, communications or closely related field OR three years' work experience in emergency management or a related field.

Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities may be acceptable AND knowledge of local, state, and federal laws and regulations pertaining to emergency management. Previous experience working with volunteers and delivering course curriculum.

## ***Additional Licenses, Certificates, & Specialty Qualifications***

- A valid driver's license and the ability to pass a background check.
  - High-level oral and written communication skills, public safety and amateur communications experience, Certified Emergency Manager (CEM) or Oregon Certified Emergency Manager (ORCEMS) preferred.
  - Working knowledge of Microsoft Office (Word, Excel, PowerPoint).
  - Effective written and oral communication skills.
  - Proficiency using social media outlets (Facebook and Twitter).
  - Completion of Incident Command System courses 100, 200, 700 and 800.
  - Ability to complete CERT Train-the-Trainer course within 6 months of employment.
  - Ability to complete the Basic Applied Practice Series, ICS-300 and ICS-400 within 18 months of employment.
  - Must be available for 24-hour on-call response as needed.
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- Must follow all safety rules and procedures established for the work area.

## ***Physical Demands***

Typical office environment and emergency operations center environment for most operations to include bending, lifting and standing. In disaster situations or training environments, the physical demands may involve work in addition to that described in the office environment such as that which would occur during field assessments or volunteer training.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

## ***Working Conditions***

This position is required to serve in an on-call status on a rotating basis with other Clatsop County Emergency Management staff and must be available to respond to emergencies within thirty (30) minutes. Must be able to work beyond normal hours and on weekends when requested. In the event of an emergency or planned exercise with the potential to exceed local capabilities, must be able to work a 24 hour-a-day/7 day-a-week work schedule.

Must be able to operate a motor vehicle for the purpose of investigating emergency situations, meetings, out-of-county travel and other activities as required. Work environments include office, emergency operations center, and field locations.

## ***Supervision Received & Exercised***

Receives direction from the emergency management director. Supervision is not a responsibility of this position. During the absence of the director or emergency manager or during an emergency, this position may provide supervision for EOC administrative support staff, radio operators, volunteers, and other emergency workers.