

**Okanogan County
Emergency Management
Job Description
For
Emergency Management Specialist**

Reports to: Emergency Management Director

Basic Job Summary

The Emergency Management Specialist plans for and coordinates “all-hazard” responses to major incidents throughout Okanogan County, whether natural or man-made.

Essential Duties

- Plan, develop, coordinate, and maintain the “All-Hazard” emergency response and recovery activities for the Okanogan County Department of Emergency Management.
- Develop and maintain program elements of the Comprehensive Emergency Management Plan (CEMP), Multi-Hazard Mitigation Plan (MHMP), Community Wildfire Protection Plan (CWPP) and Emergency Response Plans (ERP) in accordance with federal and state requirements.
- Complete FEMA Professional Development Series, with One year of hire.
- Maintain Emergency Action Plans (EAP’s) (Dams, Schools, Businesses)
- Maintain current Point of Contact database.
- Maintain website, Facebook and Twitter accounts.
- Maintain WebEOC information management system.
- Operate and maintain Okanogan County Alert System (mass notification system).
- Track all major emergency response incidents in Okanogan County and maintain history log.
- Perform research and prepare reports, forms, and applications necessary for various emergency management related grants.

- Coordinate NIMS compliance and reporting activities for Okanogan County for entities required to achieve and maintain NIMS compliance. Also provide guidance to county and city government as well as emergency response disciplines.
- Be available and willing to respond to callouts during emergency situations.
- Research, analyze, and develop emergency preparedness procedures and resources for unincorporated areas of the county and individual cities within the county when contracted.
- Support emergency operations by providing Incident Command, Resource and Logistics, and PIO support in emergency events and/or drills.
- Participate in and support the Local Emergency Planning Committee (LEPC) and its functions/activities.
- Participate in the leadership, guidance and support of regional and local emergency management committees and councils.
- Plan, maintain, and coordinate activation and operations of the Emergency Operations Center (EOC) facilities and equipment.
- Design and conduct emergency management exercises; provide instruction and guidance to exercise and event participants; evaluate the effectiveness and efficiency of exercises and event response.
- Compile documentation used for preparation of detailed reports and applications to state and federal emergency management (i.e., FMAG) agencies for reimbursement and financial assistance needed to recover funding from declared communications.
- Assist with training programs for emergency response personnel and present public education demonstrations in areas of expertise and/or certifications; compile or prepare instructional materials for training and public education.
- Maintain Emergency Management property inventory.
- Conduct risk and vulnerability assessments of critical sites and infrastructures within the county, and assist in developing plans and strategies for vulnerability mitigation.
- Assist with the Emergency Worker program to ensure workers are properly registered, trained, and classified in accordance to WADDC Chapter 118-04 & WAC 38.52.

- Assist with the collection and dissemination of Tier II reports (Section 312) as defined under SARA (EPCRA) requirements.
- Assist with Hazardous Material release incidents as received through the Local, Federal (National Response Center (NRC)), or State (WA State Duty Officer – DEM) channels.
- Provide National Incident Management (NIMS) guidance as needed during emergencies.
- Assist with the planning of evacuations and subsequent routes as necessary.
- Any other reasonable duties as assigned.

Basic Knowledge Requirements

- Proper spelling, grammar, punctuation and math.
- Terminology and basic procedures necessary in the performance of duties.
- Applicable laws and ordinances pertaining to the performance of duties for this position.

Necessary Skills

- Attention to detail and accuracy.
- Exhibit exceptional customer service skills.
- Perform basic mathematical calculations.
- Organizational and filing skills.
- Use office equipment such as phones, copiers, calculators, fax machines and scanners.
- Use computer and related software applications.
- Oral and written communication skills sufficient to exchange or convey information and to receive work direction.
- Establish and maintain effective interpersonal relationships at all organizational levels with the public, community leaders, and members of other organizations.
- Safe and proper operation of Okanogan County vehicles.

- Proper use and care of other types of equipment necessary for the performance of duties.
- The ability to read, interpret, comprehend, and apply various written and verbal policies procedures, rules, regulations, and laws.
- The ability to communicate effectively and professionally, both verbally and in writing, with a wide variety of people and audiences.
- The ability to prepare comprehensive detailed reports and plans.
- The ability to anticipate, analyze, and evaluate potential disaster problems and apply local, state, and federal rules, regulations, and directives governing disaster and emergency response and preparedness.
- The ability to establish and maintain good working relationships with a variety of agencies, organizations, and individuals.
- The ability to elicit the cooperation and support of county and city personnel; including volunteers.
- The ability to coordinate state and federal grant funding, maintain accurate budget records, and compile and submit necessary documentation for grant/disaster reimbursements.
- Ability to perform outside normal business hours and/or for extended periods of time.
- General understanding of government budgeting procedures.
- Knowledge of the principals of planning, developing, and coordinating emergency response services.
- Understand the techniques of the “All-Hazard” emergency concept, response, and recovery.
- Understand the interrelationships, responsibilities, goals, and functions of local, state, and federal government in planning and implementing emergency services.
- Ability to maintain a professional level of service and composure during emergency events.
- Understanding of emergency communications and computer systems, and techniques of training, public speaking, and public relations.

- Computer operation skills to include familiarization with Excel, Word, Outlook and Access programs.

Minimum Qualifications

- United States Citizen.
- Minimum age of 21.
- High School diploma or GED.
- No convictions for felony or disqualifying misdemeanor offenses as determined by Okanogan County Hiring Regulations.
- Valid Washington State driver's license.
- Ability to perform of the essential functions and physical demands of the position.
- Ability to read, write and fully comprehend the English language.
- Combination of education and experience that provides the knowledge, skills, and abilities to successfully perform the duties of the position.
- Successful completion of background check.
- Successful completion of Incident Command System courses: ICS-100 (Introduction to Incident Command System), ICS-200 (Basic Incident Command System), ICS-700 (National Incident Management System)

The Following Training and Experience are Preferred, but not required

- Degree in Public Administration, Planning, or related field.
- Experience with basic two-way radio operations.
- Familiarization with Tier II hazardous material classifications.
- Prior instructor development training.

Physical Demands of Position

- Primarily a day shift position Monday through Friday and response to critical incidents at any time.

- May involve long periods sitting at a desk manipulating phones, office machines, and computers.
- May involve long periods of standing.
- Walking, standing, stooping, kneeling, crouching, reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.
- Occasional exertion of minimum to moderate force for lifting, carrying, pushing, pulling, and moving objects.
- Mobility to move between various offices, work stations, multi-level buildings, and varying outdoor terrain.
- Operation of various kinds of vehicles and may include extended periods of travel mostly within the state.
- Performing duties outdoors including in all kinds of inclement weather.

Pay

Starting salary is \$2719 per month (grade 16, year 1), plus benefits. Based upon 2016 pay classification plan for non-bargaining employees.

Location of Work

Normal work location is at 123 N. 5th Ave. in Okanogan at the Virginia Grainger Administration Building. However, at times, the individual shall be expected to travel to off-site locations to attend meetings, conferences, seminars and other job-related activities.

Summary

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

