Josephine County, Oregon

Human Resources Office
Josephine County Courthouse
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POSITION DESCRIPTION

Job Title:	Emergency Services Manager
Department:	Board of Commissioners
FLSA Status:	Exempt
Job Code:	1545
WC Code:	8810
Effective Date:	October 24, 2012
Last Revised:	
Pay Grade:	NU16
Union:	Non-Union (Management)

SUMMARY

The Emergency Services Manager is responsible for performance of a full range of administrative duties designed to assist in the coordination of the County's disaster mitigation, preparedness, response and recovery activities. Serves as the Public Health Preparedness Coordinator and is responsible for Public Health emergency preparedness activities and grant reporting requirements. Incumbents are responsible for researching and summarizing information from various sources, completing difficult and detailed reports, implementing a variety of complex office procedures, maintaining thorough knowledge of emergency management operations, interpreting policies and terminology, and/or responding to diverse work situations involving a high level of complexity due to coordination of activities with various State, Federal and County agencies. Provides technical and professional advice to other departments and agencies as appropriate. Incumbents in this class work with relative independence with only occasional instruction or technical assistance. Work is performed under the general supervision of the Board of County Commissioners, with work being reviewed primarily on the basis of compliance with rules and regulations and results attained. Incumbents are expected to carry assignments through to completion with only unusual or especially complicated tasks reviewed in detail.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

A. Organizes, administers and maintains the County Emergency Services Program to meet emergencies arising from man-made or natural disasters.

B. Prepares local, state and federal grant applications and supporting documentation to obtain local, state and federal grants funding; as well as, completes project applications, progress reports and other reports as required for state and federal assistance and statistical analysis in homeland security and emergency management activities. Applies for reimbursement and financial assistance needed to recover from declared disasters, state of emergency or homeland security breach.

C. Prepares the County Continuity of Operations Plan (COOP).

D. Makes public appearances to promote the County Emergency Services Program and offers liaison services to other State, County and City agencies.

E. Cooperates with State Emergency Management and Emergency Service personnel of other counties and/or cities to coordinate the work of local volunteer groups during mutual aid.

F. Establishes and staffs the Emergency Operations Center (EOC) during emergencies.

G. Prepares and conducts emergency service drills with all public safety and emergency services agencies in the County. Assists in designing and conducting readiness exercises, providing instruction and guidance to exercise and event participants. Assists in the evaluation of effectiveness and efficiency of exercise and event responses. Compiles and prepares instructional and awareness materials.

H. Develops and coordinates disaster simulations for hospitals, public safety agencies and private businesses.

I. Makes necessary arrangements for storage of emergency supplies and other equipment deemed necessary at various sites for the shelter of persons.

J. Performs activities required to ensure compliance with State and Federal regulations necessary to obtain federal funding for personnel and administrative expense program, and surplus/excess property program.

K. Oversees the activities of the Josephine County Emergency Communications (JCEC).

L. Serves as the Public Health Preparedness Coordinator and is responsible for Public Health emergency preparedness activities and grant reporting requirements. Reports progress and obtains necessary approvals from the Public Health Director.

M. Conducts hazard risk assessment related to health hazards and vulnerabilities. Builds community partnership to support health preparedness; Engages with community organizations to foster public health, medical and mental/behavioral health social networks; Coordinate training to ensure community engagement in preparedness efforts.

N. Identifies and monitors public health system recovery needs; Activates emergency public information system as necessary; Determines the need for a joint public information system; Establish and participate in public information system operations; Issues public information, alerts, warnings, and notifications.

O. Identifies and initiates medical countermeasure dispensing strategies; Receives medical countermeasures; Activates dispensing modalities and dispense medical countermeasures to identified population; reports adverse events.

P. Directs and activates medical material management and distribution; acquires medical material; maintains updated inventory management and reporting system; establishes and maintains security related to medical material management.

Q. Conducts public health surveillance and detection; Conducts public health and epidemiological investigations; recommends, monitors, and analyzes mitigation actions; improves public health surveillance and epidemiological investigation system.

R. Manages the Josephine County Medical Reserve Corps program.

S. Prepares and justifies annual emergency services budget. Reviews and monitors expenditures to remain within established budgetary constraints.

T. Develops and revises work plans and grants for State, Federal and local agencies. Prepares quarterly reports on work completed and reimbursement reports for grants.

U. Is on call 24 hours a day, seven days a week for response if need arises.

V.   Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.   The requirements listed are representative of the knowledge, skill, and/or ability required. This position requires the specific knowledge of Emergency Preparedness.   Possession of or ability to obtain certification in Emergency Management; Basic Applied Practices Certificate (BAPS) which consists of Disaster Recovery and Mitigation, Introduction to the National Management System (NIMS), Incident Command Series and Hazmat Awareness or Weapons of Mass Destruction (WMD) Awareness.

EDUCATION AND EXPERIENCE
Bachelor's degree in related field and two (2) to four (4) years of progressively responsible emergency management experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the assigned duties.

JOB IMPACT
Errors in judgment or irresponsible behavior may have a major impact on the financial situation of the County, as well as the public. Judgmental errors could become the basis for legal actions against the county and subject the incumbent to personal litigation.

JOB CONTACTS
The position generally has contact with other County departments, divisions, programs; state and federal agencies; community professionals; the public and the news media to receive or provide information. Frequent contacts are made with other County Departments, governmental agencies, outside agencies and the public.

LANGUAGE SKILLS
Must have a full command of English composition, spelling, and business formats. Must have the ability to prepare effective written reports, correspondence, memoranda, policies and other written documents. Must have excellent oral communication skills, the ability to explain policies and procedures; and deal diplomatically and effectively with sometimes emotional and/or hostile people.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES
Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must have the ability to analyze and make decisions and judgments relating to area of responsibility.

OTHER SKILLS AND ABILITIES
Must be able to comprehend and interpret comprehensive budget reports applicable to assigned area and to work effectively with other employees, agencies and the general public using courtesy, tact and good judgment. Must have the ability to plan, organize, schedule and coordinate office operations. Must have a thorough knowledge of office equipment, and their use, including but not limited to computers and industry standard software.

CERTIFICATES, LICENSES, REGISTRATIONS
Possession of or ability to obtain certification for: Basic Applied Practices Certificate (BAPS) which consists of Disaster Recovery and Mitigation, Introduction to the National Management System (NIMS), Incident Command Series and Hazmat Awareness or Weapons of Mass Destruction (WMD) Awareness. Possession of or ability to obtain valid Oregon Driver's license; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position are subject to drug testing and background investigation including criminal background investigation. Conviction of a crime may disqualify an individual for this classification.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The majority of work is performed in an office environment; however, while responding to emergencies, the employee may be exposed to airborne particles; body fluids; chemical solutions; heat; cold; humidity; wet slippery areas. The noise level in the work environment is usually moderate. This position may be impacted by urgent time deadlines, heavy or uncontrollable work flow, hostile customers, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention.

PHYSICAL REQUIREMENTS
The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing	☐	☐	☒	☐
☒	Sitting - 1/2 hour plus	☐	☐	☒	☐
☒	Moving about work area	☐	☒	☐	☐
☒	Bending forward	☐	☐	☒	☐
☒	Stoop position - 1 minute plus	☐	☒	☐	☐
☒	Climbing stairs - 1 floor	☐	☒	☐	☐
☒	Crawling - hands & knees	☐	☒	☐	☐
☒	Reaching overhead	☐	☐	☒	☐
☒	Lifting strength	**# of pounds = 50 lbs**			
☒	Lifting	☐	☒	☐	☐
☒	Patient Lifting	☐	☒	☐	☐
☒	Lifting Overhead	☐	☒	☐	☐
☒	Moving carts, etc.	☐	☒	☐	☐
☒	Carry items	☐	☐	☐	☒
☒	Dexterity/Coordination	☐	☐	☐	☒
☒	Keyboard Operation	☐	☐	☐	☒
☒	Rapid-mental/hand/eye coord.	☐	☐	☐	☒
☒	Operation of motor vehicle	☐	☐	☒	☐

Speech, Vision & Hearing

☒	Distinguish colors	Yes: ☒	No: ☐		
☒	Distinguish shades	Yes: ☒	No: ☐		
☒	Depth perception	Describe: Normal levels			
☒	Ability to hear	Normal Speech Level: Yes			
☐	Other Spec. Hearing Req.	Describe:			

Exposure - Environmental Factors

		Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Heat	☐	☒	☐	☐
☒	Cold	☐	☒	☐	☐
☒	Humidity	☐	☒	☐	☐
☒	Wet Area/Slippery	☐	☒	☐	☐
☒	Noise	☐	☒	☐	☐
☒	Dust	☐	☒	☐	☐
☒	Smoke	☐	☒	☐	☐
☒	Vibration	☐	☒	☐	☐
☒	Chemical Solutions	☐	☒	☐	☐
☒	Uneven Area	☐	☒	☐	☐
☐	Ladder/Scaffold	☐	☐	☐	☐
☐	Ionization	☐	☐	☐	☐
☐	Radiation	☐	☐	☐	☐
☒	Body Fluids	☐	☒	☐	☐