



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Assistant Emergency Services Manager  
Department: 19 Emergency Management  
FLSA Status: Non-Exempt  
Job Code: 110A  
WC Code: 8810  
Effective Date: July 1, 2018  
Last Revised: July 1, 2018  
Pay Grade: NU 16  
Union: Non-Union (Management)

### SUMMARY

The Assistant Emergency Services Manager is responsible for Helping the Emergency Services Manager in planning, organizing and supervising the County's Emergency Management Program; assists in the development, implementation and evaluation of a comprehensive, integrated emergency management system; coordinates with State and regional agencies, other County offices, cities, fire departments, public service districts, and non-governmental agencies to oversee and facilitate response to emergencies arising from any human caused or natural disaster; and develops, coordinates and provides training and public education.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all 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.)

1. Works with Emergency Services Manager to organize, coordinate, evaluate, and maintain a comprehensive, integrated Emergency Management Program for Josephine County.
2. Ensure compliance with Federal and State laws and regulations governing the Emergency Management Program to include maintenance of the County's Emergency Operations Plan (EOP), development and maintenance of the County's Emergency Operations Center (EOC), and identification and training of the EOC staff.
3. Work closely with Federal, State, regional and local emergency management personnel, non-profit agencies, and private sector organizations to coordinate and integrate the preparedness, response, recovery, and mitigation efforts of the County, and relay information from higher level emergency management organizations to local government.
4. Assist departments with development of their emergency plans and procedures to ensure conformance and compatibility with County and other applicable emergency operations plans.
5. As directed by Emergency Services manager, prepare, and submit Federal Emergency Management Agency grant proposals and manage grant awards, coordinate applications for Federal Emergency Management Agency disaster assistance programs.
6. Ensure compliance with State and Federal requirements for emergency management funding programs including planning, performance and mitigation grants, technical assistance, disaster assistance, and surplus property

acquisition.

7. Conduct or obtain training for government employees; recruit and train volunteer personnel; coordinate community response and recovery training for local citizens and private sector personnel; design, execute, and evaluate emergency/disaster preparedness, response, and recovery exercises.
8. Represent the County on local, regional, and statewide councils/committees focusing on emergency management, public safety, emergency communications, or other emergency service functions.
9. Make appearances at various functions to represent the County's Emergency Management Program; promote emergency preparedness; prepare news releases, public displays, and other informational materials for use at the County level.
10. Assist Emergency Services Manager to prepare the budget; assist in budget implementation and administration; prepare reports on operations and activities; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies. Adheres to County and departmental policies and procedures as well as safe work practices, policies, and procedures.
11. Develops and maintains effective working relationships with other staff, public officials, the public, and representatives of other agencies.
12. Attends and participates in required trainings.
13. Has regular and reliable attendance.
14. Working irregular hours is required.
15. Performs other related duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

Provides supervisory oversight to Emergency Management Volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

#### 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 Federal, State, and local laws and regulations related to emergency management, including disaster response and recovery; principles of disaster and emergency exercise design, execution, and evaluation; budgeting process and procedures; and grant writing and administration. Must have the ability to coordinate and facilitate program activities with other departments and agencies; supervise train and evaluate assigned volunteers; and maintain effective working relationships with other staff, public officials, the public and other agencies.

#### EDUCATION AND EXPERIENCE

Bachelor's degree in related field and two (2) 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. Must be able to give public presentations on emergency management to public or response stakeholders. Preferred English/Spanish bi-lingual speaker.

### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### 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. Make sound judgement during high pressure emergency situations.

### 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 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. Preferred GIS or other mapping experience and knowledge of emergency alert and notification systems.

### 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 may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily 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 workflow, 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%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 50</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: Normal levels
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

#### Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>