

LINN COUNTY CLASSIFICATION

TITLE: EMERGENCY MANAGEMENT COORDINATOR

NUMBER: 672

APPROVAL ORDER

PAY RANGE: 15

NUMBER: 2001-316

CATEGORY: DSA

DATE: June 26,

2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Coordinates response activities for emergencies such as hazardous waste spills and other natural and man-made disasters. This responsibility includes the evaluation, improvement, readiness and promotion of Linn County's disaster planning efforts.

SUPERVISION RECEIVED: Works under the direction of the Support Services Division Director.

SUPERVISION EXERCISED: Supervision of employees is not normally a responsibility of positions in this class. May assist in coordinating emergency operations as needed.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability 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 job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. The Emergency Management Coordinator is responsible for Linn County's emergency preparedness.
2. Prepare and update County emergency plans and maintain records of facilities, personnel, and equipment useful in disaster limitation.
3. Plan and conduct annual disaster exercises and drills.
4. In the event of a disaster, will assist in carrying out the proper plan of action and coordinate the activities surrounding the disaster.
5. Assure compliance with all policies and procedures, and perform various exercises required by the Federal Emergency Management Agency and State of Oregon Emergency Management Division.
6. Work and coordinate with businesses in Linn County relating to emergencies involving hazardous materials.
7. Assist other law enforcement and fire agencies in Linn County as well as surrounding counties in times of emergency by providing advice and assistance in obtaining personnel and equipment as needed.
8. Assist the Support Services Division Director in supervising and maintaining the Emergency Operating Center during times of emergency such as wind, ice, snowstorms and floods.

9. Attend lectures, seminars and training sessions that pertain to emergency management and make training available.
10. Plan, develop and coordinate disaster recovery activities.
11. Plan, develop and coordinate a regional County and City hazard mitigation program.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

14. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Must have considerable knowledge of emergency management principles and local, State and Federal civil defense procedures and regulations. Knowledge of principles of organization and administration. Knowledge of the effects of hazardous materials (chemicals, radiation, etc.) on the environment. Knowledge of radio telecommunication systems and their capabilities. Knowledge of techniques, procedures and methods used in the operation of a public safety communication center. Knowledge of principles and practices of inspection, detection and control of hazards resulting from catastrophic incidents. Knowledge of the basic principles and practices of training.

Skills and abilities to coordinate, train, supervise and evaluate the work of volunteers. Devise methods, procedures and policies relevant to emergency/disaster preparedness. Gather, assemble, analyze and evaluate facts and make sound recommendations. Communicate clearly and concisely, both orally and in writing. Write reports, manuals, and guides. Must be able to speak before groups. Understand, interpret and apply legislation, rules and regulations. Establish and maintain effective working relationships. Adjust to changing priorities and work well under pressure. Make decisions independently and use initiative and judgement in carrying out duties and responsibilities.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a two year college with an Associate degree in business or public administration. Additional specialized training in emergency management is desirable, and four years of increasingly responsible experience in emergency management; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must possess and maintain a valid basic First Aid and CPR card. Must reside in Linn County or be willing to relocate if hired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both indoors and outdoors in all weather conditions. Work requirements include the ability to see, talk and hear; sit and stand; walk, bend, stoop, drive a motor vehicle, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.