



WORKING TITLE: EMERGENCY MANAGEMENT ASSISTANT	CLASSIFICATION: EMERGENCY MANAGEMENT ASSISTANT
DEPARTMENT: SHERIFF	DIVISION: EMERGENCY MANAGEMENT
PAY RANGE: NBYCM 17	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 7720
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2013

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Assists in the planning, organizing and administration activities of a county-wide emergency management program. Develops and maintains plans and programs as directed by the County Emergency Manager as necessary for the timely and efficient delivery of emergency management services and to ensure, as much as possible, the ability of citizens of the county to survive natural or man-made emergencies or disasters. Plans training and exercises for applicable groups and agencies. Organizes and maintains the emergency operations center. Serves at meetings, exercises, seminars, etc. as an alternate for the County Emergency Manager as needed. The position is responsible for applying thorough and full knowledge of modern techniques, developments, designs, systems, methods, practices and equipment utilized in emergency management. Operates with a high degree of latitude for independent actions and decisions commensurate with demonstrated ability.

SUPERVISION RECEIVED:

Work is performed under the specific direction of the Yamhill County Emergency Manager. Work is evaluated in terms of accomplishment of assigned goals and objectives.

SUPERVISION EXERCISED:

May supervise an Administrative Assistant, Interns and Volunteers.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Plans, organizes monitors and controls performance of assigned department in conformance with objectives, plans, schedules and budgets.
- Maintains the office of emergency management facilities as necessary to ensure that key personnel can direct and control operations during emergency situations.
- Coordinates emergency management with 9-1-1 communication center and assists in establishing internal procedures to conduct coordinated operations during emergencies.
- Develops exercises to provide training for staff, emergency responders, and support and executive personnel in directing operations under simulated emergency situations at least twice a year.

- Provides information and advice to operating departments on the special conditions and operating requirements that would be imposed by disasters (e.g., effects of winter storms, earthquakes and major fires).
- Coordinates the development of local government emergency operations plans.
- Responsible for the maintenance of the Emergency Alert System in Yamhill County that is used to alert the public of emergency situations.
- Establishes and maintains current roster of Incident Management Team personnel to be contacted and alerted for specific duties during an emergency.
- Establishes and maintains a community shelter plan in conjunction with the Oregon Trail Chapter of the American Red Cross.
- Establishes training and exercises to support a Community Outreach Program that includes schools, senior facilities, convalescent homes, etc.
- Coordinates release of factual information to various media during an actual emergency,
- Coordinates with County Health Department, local community service organizations, and other voluntary groups/ agencies regarding availability and staging of special equipment located in the area for use in emergency situations and in the development and operation of community points of distribution.
- Coordinates training programs with area school districts to ensure that school populations are aware of current, appropriate emergency response protocols.
- Applies for grant funds and any other assistance (e.g., surplus and excess property) available through state and federal agencies, as authorized.
- Attends and participates in local, state, and federal seminars and related training programs.
- Conducts appropriate surveys needed to develop an Initial Damage Assessment during and immediately following a major emergency or disaster.
- Serves as a resource for questions from the public.
- Performs related work and assumes other related duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Organizational policies and procedures of emergency management.
- Modern techniques, developments, designs, systems, methods, practices and equipment utilized in emergency management.
- Principles and practices of emergency planning functions.
- Regional geography and principal commercial and institutional structures.
- Confidentiality rules, especially those specific to the HR function.

SKILL IN:

- Organizing materials and documents.
- Developing and maintaining professional relationships.
- Communicating orally and in writing, including demonstrated skill in reading and interpreting documents, writing reports, and speaking effectively to individuals and groups.
- Basic Mathematics, sufficient to perform simple calculations.

- Microsoft Office, inclusive of Word, Excel, Outlook and PowerPoint.
- Interpreting data, e.g., charts, graphs, ratios and percentages.
- Adapting to change.

ABILITY TO:

- Speak to large and small groups, and make presentations.
- Instruct classes on relevant subjects.
- Travel as necessary to destinations that may require overnight or stays extending to a week or more.
- Become a member of the Yamhill County Incident Management Team.
- Display high degree of judgment, discretion and confidentiality.
- Deal effectively with persons in difficult and stressful situations.
- Maintain cooperative professional relationships with customers, peers, supervisors, managers, and the community in general, and project a professional image through in-person and telephone interaction.
- Perform administrative tasks via electronic systems.
- Collect data and create documents to support data findings.
- Manage multiple priorities and work accurately and independently in a fast-paced environment with limited supervision. Handle variation in work load.
- Operate and succeed within a team.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Two years of supervisory experience is required. Three years' experience dealing with emergency management situations with at least two years in a supervisory capacity is preferred. Successful completion of the following training is required: ICS 100 through ICS 400, IS 700, IS 800, and the FEMA Professional Development Series (PDS) prior to employment and no later than one year after date of employment.

High school diploma/GED (college-level coursework is highly desirable) or any satisfactory combination of experience and training which demonstrates the ability to perform the duties of the position may be considered.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in a diverse environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is not typical of that in an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 50 pounds.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.