



JOB DESCRIPTION

3Title	Emergency Management Coordinator (Outreach)	Created	February 2024
Department	Emergency Management	Revised	
Job Class	RU 16	Safety Sensitive	No
Labor Union	Unrepresented	FLSA	Exempt

Purpose

The Emergency Management Coordinator is responsible for assisting in the coordination of the county’s disaster preparedness, mitigation, response, and recovery activities with respect to all hazards that have the potential to overwhelm local resources.

More specifically, the focus of the Outreach Coordinator is public education, outreach, communications, and emergency notification.

Essential Functions

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

- Develop and maintain aspects of the county communications system to include, but not limited to, mass notification, traditional media sources and social media.
- Promote all-hazards emergency preparedness to citizens through public education (including press releases, public appearances, outreach events, social media, etc.) regarding all phases of emergency management.
- Serve as a liaison and emergency management resource to various governmental bodies and community organizations. Assist local agencies with National Incident Management System (NIMS) maintenance and compliance as needed.

Additional Functions

- Assist with continuously maintaining the Clatsop County Emergency Operations Center (EOC) in a state of readiness. Help to establish and staff the EOC during emergencies.
- Help align the county emergency operations plan (EOP) with internal and external agencies/departments, as well as hospitals, schools, private sector partners and



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ambulance services.

- Assist with updates to county, city and community emergency plans as necessary.
- Assist with grant management, office duties, budget/finance, and other staff support matters as needed.
- Help prepare grant applications and associated performance reports. Assist in research and preparation of grant applications and aid with grant administration when necessary.
- Perform all duties in close coordination with the department director.

Required Qualifications

- Bachelor's degree in emergency management, public planning, public health, communications or closely related field OR three years' work experience in emergency management or a related field.
- Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities may be acceptable AND knowledge of local, state, and federal laws and regulations pertaining to emergency management. Previous experience working with volunteers and delivering course curriculum.
- A valid driver's license and the ability to pass a background check.

Desired Qualifications

- Experience planning and hosting public events.
 - Ability to speak at large gatherings (i.e. community events, conferences, meetings, etc.).
 - Working knowledge of alert and warning systems, such as Everbridge.
 - Proficiency using social media outlets.
 - Fluency in Spanish.
 - Prior completion of FEMA EMI Independent Study Courses IS-100, IS-200, IS-700, IS-800 and IS-2200.
 - Availability for 24-hour on-call shifts
 - Prior completion of the FEMA EMI Independent Study Courses IS-100, IS-200, IS-700, IS-800, and IS-2200.
 - Ability to complete the Oregon Basic Applied Practice Series (BAPS), E/L/G 0300, E/L/G 0400, and E/L/G/K 2300 within 18 months of employment.
 - Certified Emergency Manager (CEM) or Oregon Certified Emergency Manager
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(ORCEMS) preferred.

Knowledge, Skills and Abilities

- High-level oral and written communication skills.
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint).
- Effective written and oral communication skills.
- Proficiency using social media outlets (Facebook and Twitter).
- Must be available for 24-hour on-call response as needed.
- Must follow all safety rules and procedures established for the work area.

Physical Demands

Typical office environment and emergency operations center environment for most operations to include bending, lifting and standing. In disaster situations or training environments, the physical demands may involve work in addition to that described in the office environment such as that which would occur during field assessments or volunteer training.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

This position is required to serve in an on-call status on a rotating basis with other Clatsop County Emergency Management staff and must be available to respond to emergencies within thirty (30) minutes. Must be able to work beyond normal hours and on weekends when requested. In the event of an emergency or planned exercise with the potential to exceed local capabilities, must be able to work a 24 hour-a-day/7 day-a-week work schedule.

Must be able to operate a motor vehicle for the purpose of investigating emergency situations, meetings, out-of-county travel and other activities as required. Work environments include office, emergency operations center, and field locations.

Supervisory Responsibility

Receives direction from the emergency management director. Supervision is not a responsibility of this position. During the absence of the director or emergency manager or during an emergency, this position may provide supervision for EOC administrative support staff, radio operators, volunteers, and other emergency workers.



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THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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