



JOB DESCRIPTION

Title	Emergency Management Coordinator (Planning)	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 Planning Coordinator is the facilitation of the planning process to develop, update and maintain emergency plans as necessary.

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, update, and maintain plans to include, but not limited to: Emergency Operations, Natural Hazard Mitigation, and Continuity of Operations.
- Aligning the county emergency operations plan (EOP) with internal and external agencies/departments, as well as hospitals, schools, private sector partners and ambulance services.
- Administer the Local Emergency Planning Committee (LEPC) to facilitate the planning and response to natural and human-caused issues with respect to extremely hazardous materials handling and storage in Clatsop County.
- 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.
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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.
- Assist with grant management, office duties, budget/finance, and other staff support



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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 managing projects and writing emergency plans that engaged various stakeholders across one on more years, including the organization of planning teams and meeting facilitation.
- Familiarity with social equity frameworks in developing program initiatives and plans.
- Proficiency using software applications, including but not limited to: Microsoft Office, Google Drive, Project Management (i.e. Basecamp, Smartsheets, Wrike, etc.), Publishing (i.e. Adobe InDesign, Microsoft Publisher, etc.), Geographic Information Systems, and Crisis Management Systems (i.e. OpsCenter, WebEOC, etc.).
- 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 (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.
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- 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.

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.