

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**IN THE MATTER OF THE RE-HIRING OF)
A FORMER EMPLOYEE)**

ORDER NO: 23222

WHEREAS, it is the recommendation of Monica Ward, Emergency Management Director, that the following person be re-hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Salary Range/Step</u>	<u>Rate</u>	<u>Status</u>
Ashley N. Thien	Emergency Manager	D-4	\$4060/mo	FT/Prob

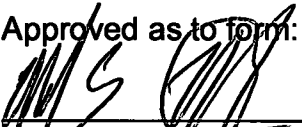
WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of March 13, 2023.

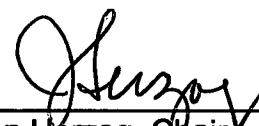
Dated this 1st day of March, 2023.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:



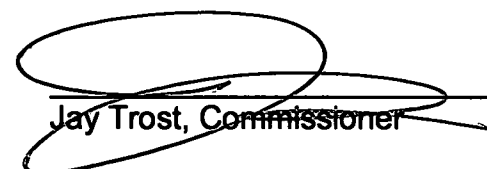
Michael E. Fitzgerald
Curry County Legal Counsel



John Herzog, Chair



Brad Alcorn, Vice Chair



Jay Trost, Commissioner

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Emergency Manager

EXEMPT:	No	
SALARY LEVEL:	D	
SUPERVISOR:	Emergency Management Director	
PREPARED BY:	Emergency Management Coordinator	August 2022

POSITION SUMMARY:

Assists in the coordination of the Curry County Department of Emergency Management Program including, but not limited to emergency response planning, coordination of services during emergency, and the facilitation of county-wide relationships to ensure readiness. In the absence of the Emergency Management Director, this position may serve as the primary contact for county-wide coordination of response, resources, and information relating to emergencies and disasters affecting life safety, property, and operations. Plans, organizes, and manages the development, implementation, and operation of the emergency management program and several small, specialized programs that encompass all aspects of emergency management planning (mitigation, preparedness, response, and recovery). Provides leadership and support to Department staff. Initiates and implements emergency management activities and assists in preparation and administration of the program budget. This position is required to be available 24/7.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists in the coordination of the Curry County Department of Emergency Management Program.
2. Assists and participates in the development and update of various emergency management related plans and documents.
3. Maintain the primary Emergency Operations Center (EOC) in a constant state of readiness; may assume the role of EOC Director in the absence of the Emergency Management Director.
4. Monitors and provides updates to the County Emergency Management webpage and social media.
5. Coordinates with County departments, municipalities, communities, and community organizations to develop population needs and response plans.
6. Assists in developing and maintaining policies and procedures for County Government responses to emergencies and disasters.
7. Performs grant management and procurement functions in relation to Homeland Security and emergency management.

JOB DESCRIPTION
JOB TITLE: Emergency Manager- Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

8. Assists with coordinating processes for emergency and disaster declarations, may advise the Board of Commissioners on recommended activities to provide response and recovery assistance.
9. Works with municipality leadership to establish and maintain effective county-wide emergency preparedness programs; as well as with local, state, and federal responders to ensure a coordinated effort to provide for the safety of the citizens and County; establishes positive working relationships with federal, state, and local emergency management professionals to effectively coordinate and direct the work of local volunteers and resources.
10. Assists with coordinating county-wide response, external assistance, and requested resources in the event of an emergency or disaster; monitors hazard/disaster situations.
11. Monitors hazards and emergency/disaster situations; coordinates, activates, and directs County personnel as well as other designated response staff at EOC during activation and emergency operations.
12. Assists with coordinating the development and administration of assigned program budget; forecasts funds needed for department equipment, materials, supplies, and operations; assists in the development and maintenance of resource inventory.
13. Works at the direction of the Emergency Management Director to plan, conduct, and evaluate emergency management drills and exercises as needed; provides for the training of County personnel as it relates to emergency preparedness, first response, disaster recovery, weapons of mass destruction, incident command, etc.
14. Works cooperatively with emergency management staff and County departments to maintain emergency response technology and equipment readiness; maintains technology components such as databases, passwords, administrative functions, and training; maintains emergency response equipment and ensures it is updated and in good working order.
15. Makes presentations regarding Curry County's emergency management program; assists in the development of county-wide public awareness and notification programs that encourage citizen disaster preparedness.
16. Serves on committees and attends workshops and conferences.
17. Partners with Community Emergency Response Teams (CERT), Medical Reserve Corp, Community Organizations Active in Disaster (COAD), and other volunteer programs to enhance preparedness and response capabilities county-wide.

JOB DESCRIPTION
JOB TITLE: Emergency Manager- Page 3

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

18. Inspects and assists in documentation of damage assessments; compiles and summarizes all relevant information; coordinates and transmits damage assessment reports to the proper authorities.
19. May develop and write reports, articles, after-action reviews, media releases, and other correspondence regarding emergency preparedness, mitigation, response, and recovery.
20. Performs other duties as assigned or required for the efficient and effective operation of the Department of Emergency Management and Curry County.
21. Must be on call 24 hours a day, seven days a week.

Other duties may be assigned as required.

SUPERVISORY RESPONSIBILITIES:

May supervise support staff and may also supervise contractors and volunteers.

QUALIFICATION REQUIREMENTS:

Possession of a valid Driver License and/or ability to obtain an Oregon Driver License within 90 days of commencement of employment.

Knowledge of –

Local ordinances, state, and federal regulations.
Principles and practices of project management.
Principles and practices of organizational management to include program planning, development, evaluation, fiscal administration.
Administrative skills, including data analysis and accurate reporting data and information in an unbiased manner.
Database principles and practices, and computer and software applications.
Guiding, directing, and motivating staff, teams, and committees.

Skills in –

Effective operations of office / computer equipment and various software packages.
Performing for or working directly with the public.
Problem solving and critical thinking.
Interpreting the meaning of information for others.
Training, teaching, guiding, and coaching others

JOB DESCRIPTION
JOB TITLE: Emergency Manager- Page 4

QUALIFICATION REQUIREMENTS: (cont.)

Effective time management and resource utilization and ability to adapt quickly to changing situations that may affect previous plans, schedules, and routines.

Updating and using relevant knowledge.

Working with agencies and individuals in the community and coordinating varied efforts of the emergency management program.

Ability to –

Interpret, apply, and explain policies and procedures.

Gather, organize, evaluate, and analyze data.

Work independently and anticipate task requirements inherent to assigned area of responsibility.

Plan, assign, supervise, and evaluate staff work to meet objectives and goals.

Implement departmental policies and procedures.

Establish and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.

Provide solutions using creative and innovative methods.

Exercise sound judgement and discretion when dealing with interdepartmental, intergovernmental, and interagency representatives.

Establish and maintain accurate records of assigned activities and operations.

Prepare reports, proposals, plans, recommendations, and grant applications; manage grants and complete all reporting requirements.

Effectively communicate both orally and in writing.

Willingness to -

Be on call 24 hours a day as needed.

EDUCATION/ TRAINING/EXPERIENCE:

Bachelor's degree in Public Administration, Emergency Management, or a directly related field from an accredited school or university; three years of experience in a field related to emergency management or public administration; experience that demonstrates commitment to a community-wide comprehensive emergency management program; or additional relevant work experience resulting in acceptable proficiency levels in the above knowledge; skill, and education requirements may be substituted in lieu of specific education requirements.

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SPECIAL REQUIREMENTS:

Work is performed mostly in an office setting requiring sitting for prolonged periods of time. The Emergency Manager will be required to travel throughout the local region and out of state, must be able to operate a personal computer and related office equipment, and must be able to lift up to twenty pounds.

Ability to obtain the following certifications within the first year of employment:

ICS – 100, 200, 300, 400, 700, and 800

FEMA Professional Development Series

Continue certifications toward the Oregon Emergency Management ***Basic Applied Practices Series***

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.