

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

**In the Matter of an Order Adopting a)
Position Description for a New Position)
)
)**

ORDER NO. 23152

WHEREAS, it is the recommendation of Monica Ward, Emergency Management Coordinator, that the attached position descriptions be adopted for the following positions:

Emergency Management Director

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Emergency Manager
Position Title

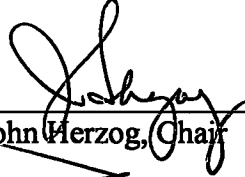
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WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

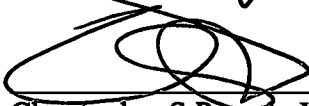
NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of September 7, 2022.

DATED this 7th day of September, 2022.

**CURRY COUNTY
BOARD OF COMMISSIONERS**

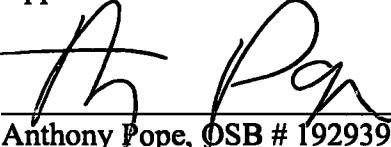


John Herzog, Chair

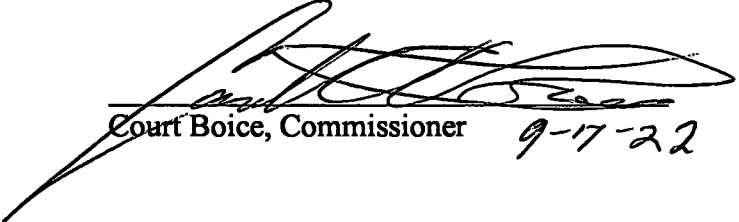


Christopher S Paasch, Vice Chair

Approved as to Form:



Anthony Pope, OSB # 192939
County Legal Counsel



Court Boice, Commissioner

9-17-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Emergency Management Director

EXEMPT: Yes

SALARY LEVEL: P

SUPERVISOR: Board of Commissioners

PREPARED BY: Emergency Management Coordinator

August 2022

POSITION SUMMARY:

Provides strategic leadership and management for the Department of Emergency Management and the Emergency Management Agency for Curry County, including the implementation and supervision of state and federal mandates and requirements. Responsible for the organization, administration, training, and operation of the emergency management department, ensuring an all-hazards whole community approach is utilized. Directs, coordinates, develops, and integrates the County's emergency and contingency planning. Supervises and manages federal, state, and local emergency management and homeland security grant programs for the County. Fosters effective working relationships among County departments as well as local, state, and federal agencies. Responsible for the management and maintenance of the Emergency Operations Center (EOC). Develop and manage department budget and expenditures. Acts as County liaison to various disaster assistance, resource management, emergency response, and similar organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develop, update, and implement a comprehensive all-hazards whole community emergency management program which includes mitigation, preparedness, and response/recovery functions.
2. Ensure operational readiness to coordinate timely alert notifications, activation of EOC, coordinate and analyze damage assessments; and otherwise support the resource, information, and communications needs of local, state, and federal partners, stakeholders, and residents/visitors.
3. Direct and oversee departmental strategies and goals, prepare the Department's annual budget, and exercise proper financial control over budgetary expenditures.
4. Prepare a multi-year work plan with annual updates detailing priority tasks, desired outcomes, resource requirements, and key performance measurements.
5. Actively participate in the development of community emergency management and preparation activities; develop public education programs, establish an emergency public information system.

JOB DESCRIPTION
JOB TITLE: Emergency Management Director - Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

6. Establish, implement, and update emergency management policies, procedures, and plans consistent with the mission, goals, and objectives of the County to ensure organizational and County-wide efficiency and effectiveness; serve as advisor to the County Board of Commissioners in emergency matters.
7. Prepare and recommend adoption of ordinances and resolutions necessary to implement comprehensive emergency management and homeland security plans; conduct analysis of emergency management operations and evaluate the effectiveness and efficiency of department programs and operations.
8. Monitor legislative and administrative actions, analyze policy, and advocate for county needs in development of legislation in coordination with County Board of Commissioners.
9. Develop and maintain the County Emergency Operations Plan (EOP) to mitigate, prepare, respond, and recover from natural or man-made emergencies/disasters, including such activities as updating the Plan as required,; work with County departments, agencies, and organizations with EOP responsibilities to provide any necessary assistance in maintaining an up-to-date document, assist these departments, agencies, and organizations in coordinating necessary training; ensure all state requirements for the EOP are consistently met and all documents are reviewed on an annual basis at a minimum.
10. Work with municipalities and special districts on development, updating, and implementation of individual EOPs; review emergency plans of individual organizations, such as medical and assisted living facilities, to ensure their adequacy.
11. Work with municipalities, communities, special districts, and County departments in the development of the Natural Hazard Mitigation Plan(s); conduct regular meetings to assess implementation of action items.
12. Following an emergency, ensure that a Recovery Plan Committee is developed, and the disaster specific Long-Term Recovery Plan is published and available to the public.
13. Provide oversight to the County's Continuity of Operations Plan (COOP) and Continuity of Government Plan (COG) Program planning, training, and exercises; work collaboratively with each department to update the County's COOP/COG, work with IT to establish an updated process with records backup, assist in documenting emergency/disaster expenditures following major events.

JOB DESCRIPTION
JOB TITLE: Emergency Management Director - Page 3

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

14. Organize emergency management training programs and exercises for staff, volunteers, and other responders; develop, present, and evaluate emergency management drills, exercise, and actual events; evaluate emergency management capabilities through regular tests and exercises to facilitate readiness and to maintain compliance with county, state, and federal regulation; represent the County in the development of regional drills and exercises and participate in such drills and exercises.
15. Coordinate state and federal grant programs with public, private, and non-governmental organizations and stakeholders, to include the Homeland Security Grant program; provide support for application development and conducts application review; ensures the County maintains eligibility for certain funding options through compliance with state and federal guidelines; secure technical and financial State and Federal assistance for emergency management planning, responses, and recovery, and report on funds used.
16. Coordinate submission of Homeland Security grants and reports, ensure agencies and departments manage grants proper inventory of material; maintain copy of all inventories.
17. Oversee the administration of the department's volunteer program, ensuring members' records and credentials are maintained and the teams are adequately equipped and supervised; establish, support, and maintain citizen volunteer programs (e.g., CERT); coordinate supervision of volunteers and citizen call center efficiency during EOC activation.
18. Maintain proficiency in hazardous materials regulations and response topics, including the provisions of the Emergency Planning and Community Right to Know Act (EPCRA).
19. Serve in a critical leadership role as defined by the Curry County Comprehensive Emergency Management Plan (CEMP) during emergencies or disasters, including the response and coordination of emergency management and homeland security functions, lead of county department, volunteer and other EOC roles as deemed necessary during an emergency, disaster, or terrorism incident.
20. Develop and / or coordinate the implementation of intergovernmental agreements, mutual aid agreements, and memorandums of understanding between the County, other public jurisdictions, special districts, and private organizations to facilitate and coordinate emergency, disaster, and terrorism response.
21. Maintain up-to-date emergency management and operation agreements with private contractors, local, state, and federal agencies.

JOB DESCRIPTION
JOB TITLE: Emergency Management Director - Page 4

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

22. Develop and maintain effective relationships with management and staff within the County, other local governmental executives and officials, municipalities, special districts, and the public; represent the department before local governmental bodies and community organizations in developing emergency management plans and capabilities
23. Complete and submit annual surveys to the Oregon Department of Emergency Management in a timely manner; develops and revises work plans for State and Local agreements and prepares quarterly reports on work completed and reimbursement reports for grant.
24. Act as the county representative with federal, state, and local agencies, community and professional groups, committees, commissions, and boards regarding all aspects of the county's emergency management program; represent the County at state and federal conferences, meetings, seminars, etc.
25. Serve on committees (e.g., Local Emergency Planning Committee, Ham Radio groups, Fire Defense Board), communicating policies and procedures, maintaining databases of information and resources, and developing the emergency responses capabilities County-wide.
26. Develop and maintain the EOC Standard Operating Procedure; develop a training program and conduct training for emergency responders and EOC staff, including EOC position specific training, conduct exercises in response to multi-hazard incidents and conditions.
27. Observe the activities and response of EOC staff and volunteers to evaluate effectiveness based on established guidelines and plan requirements; analyze post-activity reports and implement findings into the EOP.
28. Identify and recommend equipment requirements; identify resource deficiencies and work with officials on measures to correct them; inventory manpower and material resources from the public and private sector sources for emergency use; inventory local shelter facilities and establish agreements.
29. Responsible for the day-to-day operations of the EOC, including during times of natural or man-made emergencies/disaster; maintaining the EOC in a constant operations readiness condition and ensure all equipment is maintained in a 24/7 readiness status; coordinates the activation of the EOC with prior consultation with the County Board of Commissioners in all emergencies, with all support annexes and outside agencies as necessary; manages the maintenance and upkeep of all department vehicles and equipment, ensuring a constant state of readiness, especially deployable resources.

JOB DESCRIPTION
JOB TITLE: Emergency Management Director - Page 5

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

30. Performs other duties as assigned or required for the efficient and effective operation of the Department of Emergency Management and Curry County.

31. Must be on call 24 hours a day, seven days a week.

Other duties may be assigned as required.

SUPERVISORY RESPONSIBILITIES:

May supervise personnel assigned to the Department of Emergency Management and a multitude of volunteers. Supervises EOC Staff as the EOC Director.

Possession of a valid Driver License and ability to obtain an Oregon Driver License.

Knowledge of –

Applicable laws, rules, regulations, ordinances, and codes pertaining to emergency management, safety procedures and standards, and hazardous materials; knowledge of hazard characteristics and their consequences.

Principles and practices of emergency management, public administration, management, and leadership techniques.

Principles and practices of organizational management to include program planning, development, evaluation, fiscal administration, disaster planning, and exercise design.

Current trends and developments in emergency management.

Administrative skills, including data analysis and accurate reporting data and information in an unbiased manner.

Database principles and practices, and computer and software applications.

Plans, programs, and initiatives to implement in Curry County

Developing objectives and strategies.

Guiding, directing, and motivating staff, teams, and committees.

Planning and organizing of response activities.

Skills in –

Effective operations of office and computer equipment and various software packages.

Project management and grant writing.

Performing for or working directly with the public.

Problem solving.

Interpreting the meaning of information for others.

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

Training, teaching, guiding, and coaching others.

JOB DESCRIPTION
JOB TITLE: Emergency Management Director - Page 6

QUALIFICATION REQUIREMENTS: (cont.)

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 develop goals, procedures, and anticipate task requirements inherent to assigned area of responsibility.

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

Assign tasks to subordinates that capitalize strengths, as well as provide guidance and training to address knowledge gaps.

Develop and implement departmental policies and procedures.

Develop, present, and gain acceptance for long-range and extensive programs which require monetary allocations.

Lead a diverse and inclusive workforce that values and encourages diversity of thought, backgrounds, and perspectives.

Establish and maintain effective working relationships with elected officials, department heads, staff, public agencies, private organizations, and citizens at large, providing solutions to projects and tasks.

Use creative and innovative methods to increase efficiency and effectiveness of the emergency management program.

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

Effectively coordinate and facilitate meetings and team decision making process.

Manage multiple projects at one time.

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.

JOB DESCRIPTION
JOB TITLE: Emergency Management Director - Page 7

EDUCATION/ TRAINING/EXPERIENCE:

Bachelor's degree in Public Administration, Emergency Management, Fire Safety, Law Enforcement, Emergency Response, or a directly related field from an accredited school or university, Master's degree preferred; six years of experience in a field related to emergency management; 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.

SPECIAL REQUIREMENTS:

Work is performed mostly in an office setting requiring sitting for prolonged periods of time. The Director 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.

**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.

JOB DESCRIPTION
JOB TITLE: Emergency Manager- Page 5

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

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