



COLUMBIA COUNTY, OREGON
JOB TITLE: EMERGENCY MANAGEMENT COORDINATOR
DATE: JULY 1, 2024

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Emergency Management	JOB CODE:	244
SUPERVISOR:	Director, Emergency Management	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: The Emergency Management Coordinator (EMC) assists the Director of Emergency Management/Emergency Manager (EM) with the general operation and function of the department as well as the County Emergency Operation Center (EOC). The EMC will serve as liaison between the EM and other Emergency Management stakeholders and county departments involved in emergency management and the EOC. The EMC provides administrative services to the Homeland Security Emergency Management Commission (HSEMC) such as meeting organization, minutes taking, records retention, and new member recruitment. The EMC will staff the EOC during disasters which may occur 24/7/365. The EMC will develop and present education and training programs for stakeholders, first responders, and staff. The EMC will develop, coordinate, and execute tabletop, functional, and full-scale county and regional exercises. The EMC will assist stakeholders in developing and maintaining multi-hazard emergency response plans tailored to their need. The EMC will write plans, papers, and reports as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Assist In developing, revising, exercising, and maintaining the Comprehensive Emergency Management Plan (CEMP).

Design, plan, coordinate, and execute tabletop, functional, and full-scale exercises utilizing FEMA guidelines to test the CEMP and the EOC.

Assist in operating, maintaining, and exercising the County EOC.

Coordinate and maintain training records in compliance of state and federal requirements.

Assist the county and local governments with maintaining NIMS compliance.

Prepare written monthly reports, Incident Action Plans, After Action Reports, summaries, evaluations, and grant compliance reports as needed for the county, State of Oregon, FEMA, and other agencies as necessary.

Assist with departmental budgeting, procurement, travel coordination, and grant writing as needed.

Serve as liaison between the Director/Emergency Manager and other local jurisdictions, non-governmental organizations, volunteers, non-profits, and county departments involved in emergency management and the EOC.

Provide administrative functions to the Homeland Security Emergency Management Commission (HSEMC) such as meeting organization, minutes taking, and records retention.

Act as primary supervisor for Volunteers assigned to the Emergency Management department including the County Citizen Corps group.



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Staff the EOC during disasters which may occur 24/7/365.

Develop, promote, and present public education and training programs promoting disaster preparedness to schools, local responders, citizens, staff, and volunteers.

Assist local jurisdictions, businesses, and citizens in developing and maintaining multi-hazard emergency response plans.

When directed, represent the department to federal, state, local agencies, community and professional groups, Commissions and Boards regarding all aspects of programs under the department.

Develop and recommend to the Director, policy and procedural changes for more efficient, departmental or program operations.

Make purchases, pay bills, prepare invoices for payment, and inventory equipment per county and departmental policy.

Track expenses and prepare requests for reimbursement to other agencies and governments as necessary following a disaster.

Assist in the maintenance of the departmental budget. Monitor fund accounts and grants throughout the year. Prepare claims as necessary following an emergency for reimbursement from other agencies or governments. Maintain records and files.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position. During an emergency, this position may nominally supervise volunteers and other county employees in the operations of the Emergency Operations Center.

SUPERVISION RECEIVED: Work is performed under the general direction of the Emergency Management Director who provides policy, procedure, and administrative direction and reviews performance. Performance is evaluated by the Emergency Management Director.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree in emergency management, public administration, public policy, urban planning, political science, or related field. Three years' experience in emergency management and/or the emergency response field, preferably within the public sector. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.



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DESIRABLE QUALIFICATIONS: Experience with grant writing and public speaking preferable. Certificate in adult and/or childhood methods of instruction is helpful. Experience working with and coordinating volunteers. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the county's liability policy.

Must be able to obtain FEMA: Professional Development Series certifications within the first year of employment. Must be able to obtain FEMA independent study courses IS100, IS700, and IS800 within six months of hire.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of emergency management principles and practices. Knowledge of federal, state, and local rules and regulations concerning emergency management. Knowledge of grant writing and project management.

Skill in various software programs and Microsoft Office products. Skill in organization and project management.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Ability to accept responsibility and be able to work effectively with generalized direction.
- Facilitate operations in the EOC and provide leadership to Incident Command regarding response and recovery missions.
- Meet deadlines and work independently in cooperation with agency, community, and industry representatives.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal to moderate, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activity and participation in program events or disaster response requires additional physical demands, such as walking and/or standing for long periods of time, bending, stooping, climbing, etc., as well as the need to occasionally lift and move objects up to 50 pounds.



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WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Position is subject to 24/7 emergency call back due to disasters or emergencies. Working hours may be extended to 12-hour shifts or more and be highly stressful during an emergency. Field work may be required including walking over various terrain or other hazards and working in various extreme weather conditions. Day, night, weekend and inclement weather driving and or traveling by plane or boat is a regular requirement of the position.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***