



COLUMBIA COUNTY, OREGON
JOB TITLE: DEPUTY DIRECTOR, EMERGENCY MANAGEMENT
DATE: DECEMBER 1, 2023

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC
DEPARTMENT:	Emergency Management	JOB CODE:	246
SUPERVISOR:	Director, Emergency Management	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Under the direction of the Director, work to increase disaster resiliency through professional best practices utilizing comprehensive planning, preparedness, mitigation, response, and recovery activities. The position assumes full command of the department in the absence of the Director.

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

Assist the Director in planning, organizing, coordinating, directing, and providing oversight and leadership to the county's emergency management program.

Using information obtained from the county's Threat and Hazard Identification and Risk Assessment (THIRA), After Action Reports (AAR), as well as core capability assessments and gap analysis, create a multi-year Training and Exercise Plan (TEP). Assist with the development and maintenance of the county's Comprehensive Emergency Management Plan (CEMP) to include an Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP), Continuity of Government Plan (COG), Hazard Mitigation Plan (HMP), Community Wildfire Protection Plan (CWPP), and Recover Plan (RP). Design, plan, coordinate, and execute or assist in the execution of progressively complex seminars, workshops, tabletop exercises, drills, functional exercises, and full-scale exercises to test the effectiveness of the county's Comprehensive Emergency Management Plans.

Conduct research studies and prepare reports on Homeland Security related issues. Gather and analyze information on time, personnel, equipment, training, and planning necessary to provide for disaster preparedness. Develop and prepare programs for the effective use of equipment and application of disaster preparedness training.

Assist in developing and maintaining an operational Emergency Operations Center (EOC) for the county. Serve as Emergency Operation Center Assistant Manager and the EOC Planner during EOC activation. Develop and conduct training for emergency responders and Emergency Operations Center staff. Responsible for supervising section leaders and volunteer organizations during EOC activations. Coordinate and maintain training records in compliance with federal and state requirements. Assist local agencies with NIMS compliance.

Coordinate with, and provide leadership and support to staff, first responders, community leaders, volunteers, and the community in their emergency preparedness and continuity efforts.

Prepare written summaries, evaluation, and compliance reports to the Board of County Commissioners, the State of Oregon, and the Federal Department of Homeland Security regarding exercises and actual occurrence events. Prepare written reports to various parties and agencies regarding grants, updates, and policy recommendations.



COLUMBIA COUNTY, OREGON
JOB TITLE: DEPUTY DIRECTOR, EMERGENCY MANAGEMENT
DATE: DECEMBER 1, 2023

Research, propose, present, apply for, and manage grant funding requests and provide administration for grants awarded. Compile statistics and prepare necessary reports to comply with federal and state record keeping requirements. Manage the Portland Urban Area Initiative (UASI), SHSP, and the State Preparedness and Incident Response Equipment (SPIRE) grants awarded to Columbia County.

Promote emergency preparedness public education programs through press releases, public appearances, etc.

Coordinate volunteers and members of other agencies involved in activities related to public awareness, incident management, and response.

Respond to inquiries from agencies and the public regarding the HSEM and the Emergency Management Program.

Liaise with government agencies, local municipalities, law enforcement, fire, public works, volunteer programs, emergency managers outside the county, and other civic entities. Answer requests for assistance and provide information relating to emergency management.

Provide administrative support to HSEM. Prepare a variety of reports and records for the HSEM and department related to the emergency response plans and procedures. Arrange, coordinate, and attend meetings, record matters discussed, and prepare minutes.

Assist in the budget preparation process, particularly with regard to providing data and scenario alternatives related to the HSEM. Monitor fund accounts throughout the year to spot needed supplemental budgets. Record bills, prepare vouchers for payment, and authorize expenditures within prescribed limits. Prepare claims as necessary following an emergency for reimbursement from other agencies/governments. Maintain records and files.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints. Recruit, train, and supervise temporary employees and volunteers.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with 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: Directly supervise departmental employees, temporary staff, and volunteers. During exercises and/or an emergency, this position will also supervise other staff and/or volunteers in the operations of the Emergency Operations Center.

- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Department Head.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.



COLUMBIA COUNTY, OREGON
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DATE: DECEMBER 1, 2023

- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Emergency Management Director and the HSEM who provide policy, procedure, and administrative direction. The Director reviews performance with input from the HSEM.

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, urban planning, political science or related field. Three years' increasingly responsible 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.

DESIRABLE QUALIFICATIONS: Experience as a trainer preferable. Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

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.

Preferred certificates:

- IS-120.c: An Introduction to Exercises
- IS-230.d: Fundamentals of Emergency Management
- IS-235.c: Emergency Planning
- IS-240.b: Leadership and Influence
- IS-241.b: Decision Making and Problem Solving
- IS-700.a: NIMS, an Introduction
- IS-100.a: Introduction to ICS
- IS-200.a: ICS for Single Resources & Initial Action Incidents
- ICS-300: Intermediate ICS
- ICS IS-800.b: Intro to the National Response Framework
- IS-242.b: Effective Communication
- IS-244.b: Developing and Managing Volunteers

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 methods and techniques of adult learning and training design. Knowledge and ability to prepare training/exercises and other materials and make effective presentations. Knowledge of grant



COLUMBIA COUNTY, OREGON
JOB TITLE: DEPUTY DIRECTOR, EMERGENCY MANAGEMENT
DATE: DECEMBER 1, 2023

writing and project management. Knowledge of management principles and practices of human and financial resource management.

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

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- 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 a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- 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.
- Build and maintain relationships across the emergency management practice at the federal, state, regional, and local levels.
- 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.
- Find, apply for, receive, and administer a wide variety of grant funding.

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, 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.



COLUMBIA COUNTY, OREGON
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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 call back due to emergency situations 24 hours a day, seven days a week. Working hours may be extended and highly stressful during an emergency situation. Field work may be required which may require walking over various terrains or other hazards and expose position to various weather conditions. Driving is a regular requirement of the position. May be required to travel at nighttime, weekends, or in inclement weather.

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.***