



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: DIRECTOR, EMERGENCY MANAGEMENT**  
**DATE: OCTOBER 1, 2023**

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<b>EXEMPT (Y/N):</b>	Yes	<b>CLASSIFICATION:</b>	CSC Exempt
<b>DEPARTMENT:</b>	Emergency Management	<b>JOB CODE:</b>	245
<b>SUPERVISOR:</b>	Board of Commissioners	<b>SALARY RANGE:</b>	E06
<b>UNION (Y/N):</b>	No	<b>LOCAL:</b>	N/A

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**GENERAL STATEMENT OF DUTIES:** Responsible for professional performance and administration of the Emergency Management Department for Columbia County. Responsible for planning, organizing, and directing the activities of the department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure compliance and to protect the public's health and safety. Plan, organize, and direct all departmental activities, including those with other governmental agencies and private organizations. Work directly with a wide range of community groups, public and private sector officials, county employees, individual citizens, and as part of the county's management team.

Promote excellence, dependable performance, responsible customer service, pride, initiative, commitment, cooperation, safety, and a team approach throughout the department. Evaluate and define departmental programs and policies along with the development of budget proposals in accordance with the vision of the county as articulated by the Board of County Commissioners. Supervise a staff of professional, technical, and office support and hold them accountable for results.

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

Develop, revise, and maintain a comprehensive county Emergency Management program which includes mitigation, preparedness, and response and recovery functions.

Develop, revise, and maintain emergency operations plan to meet emergencies arising from natural disasters or other causes. Provide public awareness of incidents as appropriate in close coordination with the Public Information Officer. Additionally, curate the Integrated Preparedness Plan (IPP), the Natural Hazard Mitigation Plan (NHMP) and other supporting documents as required.

Coordinate emergency plans, programs, and operations of federal, state, county, and city agencies, and other public or private emergency management service agencies.

Develop and conduct training for emergency responders (including incident Command System training) and Emergency Operations Center staff. Conduct simulated exercises for practice in response to multi-hazard incidents and conditions.

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

Develop and maintain an operational Emergency Operations Center (EOC) for the county, in cooperation with local public and private agencies. Observe response provided by EOC staff and volunteers to evaluate response based on established guidelines and plan requirements. Utilize the Homeland Security Exercise and Evaluation System (HSEEP) to capture lessons learned and best practices into current plans and report findings to the Board of County Commissioners and other community stakeholders.



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Lead the county's emergency alert and warning program according to current approved policy. Provide subject matter expertise to local public safety agencies to support their development of policies and procedures that meet their organization's goals.

Develop and/or coordinate the implementation of intergovernmental mutual aid agreements to facilitate and coordinate emergency response and control.

Act as the county representative with federal, state, and local agencies, community groups, commissions and boards regarding all aspects of the county Emergency Management program.

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

Serve on the county's Risk Management Committee.

Prepare a variety of reports on emergency response plan and procedures. Prepare claims as necessary following an emergency for reimbursement from other agencies/governments. Maintain records and files.

Ensure the performance requirements of emergency management funding programs are met, as appropriate.

Maintain necessary certifications as required for the position.

Formulate and present departmental budget for review by the Board of County Commissioners. Monitor and manage fiscal operations of the department to remain within budgetary constraints. Research and pursue available funding options at the federal, state, and local level.

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. During exercises and/or an emergency, this position will also supervise other staff and/or volunteers in the operations of the Emergency Operations Center.

- Ensure department plans and goals are effectively communicated throughout the department so that individual work plans maintain progress toward department goals.
- Fulfill role as appointing authority for department to ensure the hire of qualified candidates.
- 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.
- Conduct regular, formal and informal, evaluations of departmental employees.



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- Provide training opportunities for departmental staff.
- Diagnose organizational needs, designing approaches, and facilitating interventions to optimize departmental communication, cooperation, teamwork, participation, and results.
- 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 Human Resources department.

**SUPERVISION RECEIVED:** Work is performed with considerable independence and is reviewed jointly by the Board of County Commissioners and Director through conferences, reports, and performance evaluations determining the effectiveness of programs in accomplishing departmental goals and objectives. This position is subject to the direction of the three-member Board of County Commissioners.

**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. Four years' of increasingly responsible experience in emergency management, 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:** Equivalent to a graduate degree in emergency management, public administration, urban planning, or political science. 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. Designation as a state or international Certified Emergency Manager (CEM) or Oregon Emergency Management Specialist (ORCEMS) desirable.

Must be able to obtain FEMA: Professional Development Series certifications within the first six months of employment.

Preferred certifications and credentials:

- OEMA: Associate Oregon Certified Emergency Manager
- OEMA: Oregon Certified Emergency Manager
- IAEM: Association Emergency Manager (AEM)
- FEMA: Professional Continuity Practitioner
- FEMA: National Emergency Management Basic Academy (NEMBA)
- FEMA: National Emergency Management Advanced Academy (NEMAA)
- FEMA: Master Continuity Practitioner
- FEMA: Master Exercise Practitioner (MEP)
- IAEM: Certified Emergency Manager (CEM)



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**KNOWLEDGE, SKILL, AND ABILITY:** Broad knowledge of emergency management principles and practices. Considerable 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 and other materials and make effective presentations. Extensive knowledge of management principles and practices of human and financial resource management.

Skill in various industry 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.
- 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.



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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.***