



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

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Emergency Management	JOB CODE:	241
SUPERVISOR:	Deputy Director, Emergency Management	SALARY RANGE:	23
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Work to increase disaster resiliency through professional best practices utilizing comprehensive planning, preparedness, mitigation, response, and recovery activities under the general direction of the Deputy Director of Emergency Management. Assist in the maintenance of the Columbia County Comprehensive Emergency Management Plan.

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

Work with the Homeland Security and Emergency Management Commission (HSEM) under the direction of the Emergency Management Deputy Director and provide administrative support as needed.

Assist with the creation of a multi-year training and exercise plan 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.

Assist with the design, planning, coordination, and execution of progressively complex training 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 related to disasters and terrorism related issues for public dissemination and/or internal use.

Gather, analyze, and maintain information on time, personnel, equipment, training, and planning necessary to increase disaster resiliency in the county.

Assist in the development and preparation of programs for the effective use of disaster support equipment and the application of disaster related training.

Assist with the development and maintenance of the county's Comprehensive Emergency Management Plan (CEMP) to include Emergency Operation Plan (EOP), Continuity of Operations Plan (COOP), Continuity of Government Plan (COG), Hazard Mitigation Plan (HMP), Community Wildfire Protection Plan (CWPP), and Recover Plan.

Assist in developing, maintaining, and operating an effective Emergency Operations Center (EOC) for the county during EOC activation.

Assist with trainings for staff and emergency responders expected to work in or assist with the operation of the EOC. Maintain all training records.

Act as the volunteer liaison, maintaining responsibility for working with section leaders and volunteer organizations during EOC activation.

Assist partner and local agencies on achieving National Incident Management System (NIMS) compliance and disaster preparedness.



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Assist with the preparation and presentation of written evaluations and reports to the Board of County Commissioners, State of Oregon, and the Federal Department of Emergency Management regarding relevant emergency management incidents, events, and exercises as needed.

Prepare and present written reports to various parties and agencies regarding warnings, grants, updates, and policy recommendations.

Research, propose, present, apply for, and manage grants, including Urban Area Security Initiative (UASI), State Homeland Security Program, State Preparedness and Incident Response Equipment (SPIRE), and other sources of potential funding to be approved by the Director and BOCC.

Promote disaster preparedness to the public through educational presentations, press releases, public appearances, social media, trainings, etc.

Answer requests for information or assistance (per county policy) from the public or other agencies, relating to emergency management.

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 in the operations of the Emergency Operations Center.

SUPERVISION RECEIVED: Work is performed under the general direction of the Emergency Management Deputy Director who provides policy, procedure, and administrative direction and reviews performance. Performance is evaluated with input from the Emergency Management Director and 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 two-year degree in emergency management, public administration, public policy, urban planning, political science, or related field. One year 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. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.



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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:

- International Association of Emergency Managers: Associate Emergency Manager (AEM);
- Oregon Emergency Management Association: Oregon Certified Emergency Manager (ORCEM);
- Federal Emergency Management Agency: Professional Continuity Practitioner;
- Oregon Emergency Management Association: Oregon Associate Emergency Manager (A-ORCEM);
- Oregon Office of Emergency Management: Basic Applied Practice Series (BAPS).

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 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.
- 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, 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



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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.

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.***