

# **PACIFIC COUNTY EMERGENCY MANAGEMENT AGENCY**

## **DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT**

### **JOB DESCRIPTION**

REPORTS TO: PACIFIC COUNTY EMERGENCY MANAGEMENT AGENCY DIRECTOR

#### **Summary:**

Provides staff support to the Director in the planning, organizing, directing, and monitoring of the activities and operations of the Emergency Management Agency. Provides administration and oversight of grant funds including Homeland Security grants. Assists in coordination and revision of the Emergency Management Comprehensive Plan and Pacific County All Hazard Mitigation Plan. Conducts special studies outlined by the Emergency Management Council and monitors compliance with codes and regulations. May be called upon to provide technical advice to the Director, the Emergency Management Council, and governmental bodies as well as communicate information to the general public. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly with staff and the public to provide quality public service.

#### **Typical duties and responsibilities include the capability to:**

- Organize activities of the Emergency Management Agency, taking care to maintain a positive and effective work atmosphere so that quality work will result. Monitors budgetary and inventory controls and prepares budget reports for Director's approval. Prepare recommendations to be presented to the Director and the Council.
- Assist in management of the Emergency Operations Center during emergencies, coordinating with local organizations/agencies. Serves as contact point with other agencies on special conditions and requirements that would be imposed during emergencies. Assist in development of Emergency Operations Center staffing and internal procedures.
- Coordinate and maintain relationships with volunteer emergency response organizations and industries for developing emergency plans and capabilities in support of local government emergency plans.
- Assist in the performance of administrative activities including interpretation of goals, policies, and regulations relating to the National Incident Management System, Homeland Security, Emergency Management and the Pacific County Emergency Management Comprehensive Plan. Organizes the periodic review and amendment of the Emergency Management Comprehensive Plan. Establishes and maintains resources' capability for use during emergencies.
- Assist in the coordination, revision and development of the Emergency Management Comprehensive Plan for Pacific County. Performs background studies, organizes preparation and circulation of plans, analyzes data, and schedules and prepares advertisements for public meetings.

- Coordinate meetings of the Pacific County Emergency Management Council. Coordinate the review of plans with other member agencies, develop budgetary reviews and studies, assist in contract negotiations, and supervise the development of special studies. Establish and maintain a system for alerting local officials.
- Provide technical support with respect to emergency management matters at meetings of the Emergency Management Council. Contact agencies for assistance and assist in the administration of federal, state, and private funds including grants. Prepare annual program papers and other documents as required.
- Compile, analyze, and report on data gathered from special studies and provide recommendations to the council.
- Assist the general public and attempt to resolve complaints in unusual situations. Establish and exercise a continuing public information education system

**Minimum Qualifications:**

Applicants must possess an associate's degree or the equivalent experience in public administration with knowledge, understanding, and application of the principles and practices of planning and policy development in an emergency management environment. Applicants will be capable of assisting in planning, development, and maintenance of technical programs and projects and possess the ability to prepare reports, presentations, budgetary analysis and correspondence and to interpret and assist in the implementation of goals and policies. Applicants must be able to compile and analyze data, and communicate findings or conclusions in written and verbal reports. Excellent interpersonal and communication skills are required to communicate emergency management related information to the general public, governmental bodies, and the council. Applicant must be able to quickly become familiar with state and federal regulations.

The position requires a working knowledge of Microsoft Office as well as other software applications normally encountered in an office environment. This position often requires irregular hours including extended shifts in times of emergency and is often required to attend meetings outside the regular workday. Applicant must have the ability to lift 40 pounds, possession of, or ability to immediately obtain a valid Washington State motor vehicle operator's license and proof of auto liability insurance.