 **MORROW COUNTY** **JOB DESCRIPTION**

**Date Prepared:** September 2020

**Position Title:** Emergency Manager

**Department:** Emergency Management

**Supervisor:** County Administrator

**Salary Range**: 16/ Exempt

**Position Summary:** The Morrow County Emergency Manager coordinates disaster/ crisis response, ICS training and prepares county emergency plans. The Emergency Manager is available to assist city elected officials, directors, and managers who are responsible for emergencies in their jurisdictions. The Emergency Manager is also the State contact for the cities and agencies in Morrow County, as it relates to disaster or crisis. The focus of the Emergency Manager is Preparation, Response, Recovery and Mitigation for any major emergency that might affect Morrow County.

**Supervisory Responsibilities:** Provides management in the Emergency Operations Center during emergencies/activations.

**Qualifications:**

* Minimum Education: High School diploma or GED
* Associates degree in Emergency Management, Business, Public Administration, or Public Safety or the equivalent of 2 years experience in a related position.
* Completed or complete within one year from hire, the training programs prescribed by state and federal authorities (ICS 100, 200, 700, 800, 300 and 400).
* CPR Certification within 90 days of employment
* Amateur Radio Certification preferred. (HAM Radio)
* Previous experience in emergency planning, financial management and emergency operations is preferred.
* Public relations, supervisory, management experience, budget preparation, reporting and associated relevant skills are preferred.

**Skills/Abilities:**

* Equipment used: Computer, including word processing, data base, Internet and spreadsheet programs; calculator, telephone, copy machine, fax machine, other office equipment, and automobile
* Skill and ability to use public safety radio system and amateur radio system.
* Demonstrates excellent oral, interpersonal, and written communication skills and organizational and problem-solving skills.

**Job Duties/Responsibilities:**

* Develop an emergency program that includes safety planning, coordination of operations, community liaison, and support mitigation efforts.
* Must maintain a continuing familiarity with all phases of the principles of Integrated Emergency Management.
* Complete professional training required by Oregon Emergency Management to included, but not limited to, the Applied Basic Principles and the Professional Development Series.
* Work with other departments to prepare for concerns of pandemics, threats to power, water, energy, health, transportation infrastructure, fires, and other potential emergencies.
* Manage the Morrow County Incident Command System (I.C.S) and monitor county-wide compliance with the National Incident Management System (NIMS).
* Responsible for identifying training and planning needs for the I.C.S
* Participate in the Morrow County Government Command Advisory Team. The team includes: Liaison Commissioner, Emergency Manager, County Counsel, County Manager, County Sheriff and appropriate office or department directors as required for the emergency at hand.
* Supervise, coordinate and maintain the daily operations of the Emergency Management Program Grant (EMPG).
* Responsible for operation, activation and support of the Emergency Operations Center (EOC) located at the Bartholomew Building in Heppner.
* During any activation, shall act as the Group Operations Leader.
* Assist the Board of Commissioners and County when filing declarations and gathers supporting data and information for disaster assistance when needed.
* Serve as a representative of the County to city, state, federal agencies, civic groups and the media in matters pertaining to emergency management.
* Maintain coordination with local and state government departments, agencies and utilities as needed during an emergency.
* Develop MOU’s/IGA’s or other agreements with such departments, agencies and utilities.
* Organize and coordinate local training for first responders, elected officials, directors and other staff as needed.
* Recruit, Train and Supervise qualified volunteers.
* Inform citizens of safety plans, updates and information using social media, newspaper articles and Alert Sense.
* Interpret and apply all federal and state directives that apply to emergency management and required by the Emergency Management Program Grant (EMPG).
* Utilize computer models and various weather service products to stay abreast of current weather conditions and advise county administrators and department heads of any action that may be needed.
* Establish and maintain warning systems to alert the public of disaster conditions. Conduct periodic checks of the warning system and provide public information on the types and use of warning devices during actual emergency situations.
* Prepares and manages Emergency Management budget. Monitor grant opportunities, prepare and submit grant applications as appropriate.
* Performs related duties as required to meet regional emergency management needs.

**Essential Job Functions:**

***Working Environment:*** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee primarily works in an office environment; the employee occasionally may be tasked to work in outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate but can be noisy and chaotic at times.

This description covers the most significant and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirement of the job changes.

***Physical:***

* Frequent walking, sitting, bending, talking, and listening.
* Ability to use hands and fingers to handle or operate objects, tools, controls, and reach with hands and arms.
* Ability to occasionally lift and/or move up to 50 pounds.
* Specific vision abilities required include close vision and the ability to adjust focus.

**ADA Statement**Ability to perform the essential functions of this position with or without reasonable accommodation.

X

Signed and Reviewed Date