

SNOHOMISH COUNTY JOB DESCRIPTION

DIVISION MANAGER – EMERGENCY MANAGEMENT

Spec No. 1141

BASIC FUNCTION

Plans, organizes, coordinates and directs the activities of a division of the Department of Emergency Management (DEM). Oversees large multi-agency emergency response and recovery teams during exercises and emergency events.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates and directs the activities of emergency coordination.
2. Recommends policy development, guidelines and procedures and assists in department goal setting; assists in the annual evaluation and update of the Department of Emergency Management Operations Plans and Procedures.
3. Serves as Liaison to assigned cities in establishing emergency management plans and procedures.
4. Interacts and coordinates with the news and broadcast media for emergency new releases.
5. Oversees the preparation, conduct and evaluation of disaster training, exercises, debriefing and critiques for schools, cities, hospitals and businesses; conducts training classes specific to emergency planning, response, recovery and mitigation.
6. Implements and maintains Snohomish County Emergency Management Resource data base as per National Incident Management System (NIMS) requirements.
7. Oversees the training and supervision of citizen volunteers; establishes volunteer policy and evaluation procedures; serves as liaison to city, town and county executives and applies local, State and Federal laws, regulations and procedures during disaster operations.
8. Serves as a liaison to cities, towns and county regarding local, State and Federal regulations and procedures during disaster operations.
9. Oversees the Homeland Security Equipment Purchasing and Distribution according to grant guidelines and supervises temporary grant employee.

STATEMENT OF OTHER DUTIES

10. Prepares or supervises the preparation of the division's business, workforce and financial plans, division's annual budget request, and is responsible for the division's work performance within budgeted allocations.

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STATEMENT OF OTHER DUTIES (Continued)

11. Acts as and/or oversees the liaison to assigned schools, cities, hospitals and businesses to assist in establishing disaster procedures and plans.
12. Serves on committees and task groups relevant to emergency management.
13. Oversees the management and coordination of disaster response in an Emergency Operations Center environment that may be staffed 24 hours a day for extended periods of time.
14. Maintains DEM Inventory; provides communication equipment for DEM staff.
15. I.T. Liaison with County and DEM IT Administrator.
16. Performs related duties as required.

MINIMUM QUALIFICATIONS

Six (6) years experience in emergency management or related field including two (2) years experience as a lead or manager; OR, and equivalent combination of training and/or experience that provides the required knowledge and abilities. College degree in related field desired. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

Completion of at least 80 hours of emergency management classes.

Candidates for employment must successfully pass a criminal background investigation.

KNOWLEDGE AND ABILITIES

Knowledge of:

- inventory control
- management of emergency operations
- principles of public relations
- business management
- service area and community resources
- radio and telephone communications protocols and procedures

Ability to:

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KNOWLEDGE AND ABILITIES (Continued)

- work within grant guidelines, prepare reports and budgets
- deal courteously, professionally and tactfully with internal and/or external regional partners, agencies and the public
- work effectively as a member of a team with diverse populations
- operate computer terminals and applied software packages including spreadsheet, database, word processing and budget management software
- communicate effectively both orally and in writing
- understand and apply the techniques and methods of instruction
- speak in front of large audiences related to emergency management issues

SUPERVISION

The employee reports to the Director.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with travel to off-site locations. Employees are required to serve in the Emergency Operations Center or at other locations assigned during exercises, emergencies or disasters.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 2006
EEO Category: 2 - Professionals
Pay Grade: 110 - Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous