

SNOHOMISH COUNTY JOB DESCRIPTION
EMERGENCY MANAGEMENT, DIRECTOR OF

Spec No. 1137

BASIC FUNCTION

To plan, organize, coordinate and direct the operations of the Department of Emergency Management (DEM).

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates and directs all operations of the department including, hazard mitigation, preparedness and planning, training and exercise, and grant administration for the Urban Area Security Initiative and Homeland Security Region 1.
2. Supervises and directs the work of subordinate employees; evaluates the work of subordinates; selects, hires, terminates and disciplines subordinate employees as necessary.
3. Prepares and submits the annual departmental budget; prepares and/or supervises the preparation of departmental program plans, goals and objectives, and funding requests; administers the approved departmental budget.
4. Evaluates departmental operations and initiates changes as necessary; prepares or supervises the preparation of operational policies and procedures.
5. Coordinates departmental operations with other county departments, the DEM Advisory Board, and outside jurisdictions and agencies; confers with and advises county elected officials on various issues and problems concerning the department.
6. Prepares and/or supervises the preparation of county emergency management policies, rules and regulations for the County Executive and adoption by the County Council.
7. Serves as a key advisor to the County Executive and Council on matters related to building disaster resilience and; during disasters on matters pertaining to the effective response and recovery of the affected area(s).

STATEMENT OF OTHER DUTIES

8. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in Emergency Management, Homeland Security, or Public Administration; PLUS four (4) years of experience in emergency management, including three (3) years of management experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities.

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PREFERRED QUALIFICATIONS

Master's degree in Emergency Management, Homeland Security or Public Administration preferred.

Certification as a Certified Emergency Manager by the International Association of Emergency Managers.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

Applicants may be subject to a background investigation and a psychological examination.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of emergency management
- current developments and trends in the field of emergency management and homeland security
- the principles and practices of program planning, organization, budgeting and administration
- the principles and practices of effective supervision
- all aspects of the National Incident Management System including the Incident Command System and Multiagency Coordination System
- laws, rules, regulations, and legislation governing hazard mitigation, disaster response and recovery

Ability to:

- plan, organize and direct the operations of a major county department
- plan, coordinate, supervise and evaluate the work of subordinate employees
- prepare and administer the departmental budget
- analyze departmental operations, initiate changes and to take effective action to correct deficiencies and resolve problems
- work under pressure and to delegate responsibility
- establish and maintain effective working relationships with elected officials, associates, subordinates, employees of other agencies, and with the general public
- communicate effectively, both verbally and in writing
- prepare a variety of correspondence, reports and other written materials
- read, interpret and apply a variety of laws, rules and regulations governing departmental operations including county rules and regulations

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KNOWLEDGE AND ABILITIES (Continued)

- sustain and encourage strong strategic partnerships to maintain a regional approach to hazard mitigation, preparedness, response, and recovery
- during disasters, serve in a critical leadership role as defined by the Snohomish County Comprehensive Emergency Management Plan

SUPERVISION

The employee reports directly to the County Executive through an assigned Executive Director. The employee is responsible for all operations of the department and the work is performed independently in conformance with the County Code and various state and federal laws, rules and regulations governing the work. Work is reviewed through meetings, status reports and results obtained.

WORKING CONDITIONS

Usual office environment with periodic activations of the Emergency Coordination Center.

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: January 2006
Revised: March 2016, September 2016
EEO Category: 1 - Officials and Administrators
Pay Grade: 114 - Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous