

SNOHOMISH COUNTY JOB DESCRIPTION

PROGRAM MANAGER - EMERGENCY MANAGEMENT

Spec No. 2299

BASIC FUNCTION

Plan, coordinate, and manage activities within the assigned emergency management program.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Lead multi-agency and/or multi-disciplinary workgroups that may include staff from various Snohomish County departments; local jurisdictional partners; regional, state, and federal stakeholders; as well as representatives from non-governmental organizations, the private sector, community volunteers, and other emergency management related groups.
2. Develops and maintains disaster-related plans or portions of plans, procedures, and checklists. These plans include the Snohomish County Comprehensive Emergency Management Plan (CEMP) and Hazard Mitigation Plan (HMP).
3. Develops, facilitates, and/or evaluates disaster-related training and exercises to ensure the department's compliance with the National Incident Management System (NIMS) and the Homeland Security Exercise and Evaluation Program (HSEEP).
4. Oversees activities that ensure the operational readiness of the Snohomish County Emergency Coordination Center (ECC). These activities include training ECC staff, maintaining the ECC's technology and guidelines, and identifying enhancements to the ECC's readiness.
5. Develops and delivers emergency management preparedness presentations to diverse audiences as the subject matter expert in their assigned program.
6. Supervises and evaluates the work of subordinate employees; as applicable, recommend advancement or disciplinary issues to the deputy director.
7. Prepares correspondence and reports pertaining to the assigned emergency management program.
8. Manages contracts or grants, including the development and monitoring of scope(s) of work, budget(s) and schedule(s).
9. During ECC activations, exercises authority and sound judgment to lead an assigned team to coordinate various facets of disaster response and recovery activities. In this capacity, the incumbent may work extended hours for periods that may last for several days or weeks.

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STATEMENT OF OTHER DUTIES

10. Performs other emergency management functions as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in Emergency Management, Homeland Security, Community Planning or related field, plus two (2) years of experience in emergency management, including one (1) year of experience as a manager and/or supervisor; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities.

PREFERRED QUALIFICATIONS

Certification as a Certified Emergency Manager (CEM) by the International Association of Emergency Managers is preferred.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required at the time of employment.

Must complete FEMA's Professional Development Series within one year of hire.

Candidates for employment must successfully pass a criminal background investigation.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of emergency management
- laws, rules, regulations, legislation, and current trends in the assigned emergency management program
- the principles and practices of program planning, organization, budgeting and administration
- the principles and practices of effective supervision
- the National Incident Management System

Ability to:

- plan, organize and manage a comprehensive emergency management program
- effectively lead and participate as a team member to accomplish tasks
- critically analyze information and problem solve
- operate Microsoft Office software packages, including spreadsheet, database, word processing and budget management software
- communicate clearly, both verbally and in writing
- supervise and evaluate the work of subordinate employees

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KNOWLEDGE AND ABILITIES (Continued)

- 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
- 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
- serve in a critical leadership role during disasters, as defined by the Snohomish County Comprehensive Emergency Management Plan

SUPERVISION

The employee reports to the Deputy 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 when activated in the Emergency Coordination Center or at other locations. As part of a regular rotation, employees serve as the 24-hour DEM Duty Officer and receive calls for assistance, evaluate situations, and utilize broad discretion to provide support to the requesting agency/jurisdiction, including activation of the ECC.

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: August 2006

Revised: October 2006, February 2020

Revised and Retitled: September 2016, Emergency Program/Project Manager

EEO Category: 1 - Officials and Administrators

Pay Grade: 109 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous