

# LINN COUNTY CLASSIFICATION

**TITLE: ASSISTANT EMERGENCY MANAGER**

**NUMBER: 648**

**APPROVAL ORDER NUMBER: 2024-368**

**PAY RANGE: 15**

**DATE: OCTOBER 15, 2024**

**CATEGORY: DSA**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Assists in the planning, organizing and administration of the county-wide Emergency Management Program. Assists in the setup, planning, and operation of the Emergency Operations Center. Responsible for developing, training, and sending out emergency notifications on the Emergency Alert System. Develops, maintains, and updates various County plans and collaborates with stakeholders on plan implementation.

SUPERVISION RECEIVED: Works under the direction and supervision of the Emergency Manager.

SUPERVISION EXERCISED: Supervision of employees is not normally a responsibility of a person in this position. A person in this classification may assist in coordinating emergency operations as needed. May oversee volunteer programs and volunteer personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assists the Emergency Manager in preparing, maintaining, and running the Emergency Operations Center during times of emergencies. Assists with resource coordination and collaboration with local, state, and federal partners. Prepares and tracks various Incident Command System (ICS) forms and related documentation both during, and after, an incident. May be responsible for damage-assessment related documentation during and after a disaster. May assist in preparing After Action Reports. May run the Emergency Operations Center in the absence of the Emergency Manager.
2. Participates in the coordination, development, and maintenance of plans, which may include the County Emergency Operations Plan, Natural Hazard Mitigation Plan, Continuity of Operations Plan, Community Wildfire Protection Plan, and other plans at the direction of the Emergency Manager.
3. Applies for grant funds available through state and federal agencies. Maintains grant documentation; regularly prepares and submits reports per grants requirements. Researches various funding opportunities for the Emergency Management Program.
4. Assists with planning, developing, and coordinating recovery plans and mitigation efforts.
5. Coordinates and maintains the County's mass notification system known as the Linn-Benton ALERT system (Everbridge). Prepares and sends out emergency notifications through the Emergency Alert System. Maintains proficiency and provides training to other staff on the Emergency Alert System.

6. Assists in the preparation, convening, and facilitation of emergency management meetings and emergency exercises to include, but not limited to, table-top, simulated, functional and full-scale exercises.
7. Assists with the coordination of volunteer programs, such as the Community Emergency Response Team (CERT) and other emergency volunteer groups to include membership application processing, volunteer hour tracking, and task assignments.
8. Acts as a spokesperson for Emergency Management as needed. May conduct community outreach events including speaking in front of large groups or instructing on emergency preparedness topics.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintains regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of various duties, responsibilities and/or assignments of this position may change from time to time upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Must have knowledge of emergency management principles. Experience with public communication and policy writing. Experience with drafting and editing reports, procedures, and memos. Strong skills in writing and public speaking.

Gather, assemble, analyze, and evaluate facts and make sound recommendations. Must be able to speak before groups. Understand, interpret, and apply legislation, rules, and regulations. Establish and maintain effective working relationships. Adjust to changing priorities and work well under pressure. Make decisions independently and use initiative and judgement in carrying out duties and responsibilities.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a two-year college with an Associate's Degree is preferable. Experience in technical writing and coordinating team efforts. Incident Command System forms ICS 300, ICS 400, and FEMA Professional Developmental Series certifications are preferred. Specialized training in emergency management and two years of increasingly responsible experience in emergency management or any satisfactory equivalent combination of experience, education and

training which demonstrates the ability to perform the work described.

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NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts, and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must possess and maintain a valid basic First Aid and CPR card including operation of Automatic External Defibrillators.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both indoors and outdoors in all weather conditions. Work requirements include the ability to see, talk and hear; sit and stand; walk, bend, stoop; drive a motor vehicle; use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.