



Emergency Management Specialist

Job Description

Department: Sheriff
Position: Time Limited
Hourly Rate: \$19.75
Supervisory: No
Reports to: Lieutenant – Enforcement, Emergency Management

Summary

Performs a full range of professional emergency management, planning and homeland security functions of moderate to complex difficulty with minimal supervision. This role is responsible for municipal liaison support services, policy development and implementation, and special projects.

Supervision Received

Works under the direction of the County Emergency Manager with minimal supervision. Work is reviewed at key stages or when unusual circumstances arise to ensure compliance and consistency with policies, procedures and formal emergency response plans. Expected to function independently by using initiative to plan and carry out assignments.

Supervision Exercised

Assists in the reviews of other planning staff's work for purposes of compliance and continuity as requested, or as considered necessary by the Emergency Manager.

Essential Functions

1. Manage training and educational program for Utah County Emergency Management to include promoting training opportunities, scheduling classes, facilitating sessions, and coordinating instructors.
2. Ensures training and exercise activities are consistent with EMAP, HSEEP, and grant guidelines.
3. Research current industry standards and technology and evaluate organizational needs. Recommend improvements and develops strategies for implementation.
4. Represent Utah County Emergency Management at task forces, committees, work groups, and other meetings.
5. Maintain training and exercise calendar.
6. Coordinate with state, county, city, private sector, and non-profit sector partners to facilitate training and exercise needs.
7. Support the development of emergency management and homeland security policies, programs and plans.
8. Prevent and mitigate injury and damage caused by emergencies and/or disasters, through knowledge and application of established emergency preparedness planning and written action plans.

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Class Code: 112051
Class Title: Emergency Management Specialist
FLSA: Non-exempt
Effective Date: 1/9/2018
Public Safety: No

Worker's Compensation: County
Background Level: Civilian
Safety Sensitive: Yes
DOT: No

9. Provide prompt and effective response to, and recovery from, emergencies and/or disasters using emergency procedures and techniques.
10. Identify areas particularly vulnerable to a disaster through the preparation of disaster plans and professional observation.
11. Coordinate hazard mitigation staff personnel in preventive and preparedness measures designed to eliminate or reduce natural or man-made disasters using established emergency procedures and protocols.
12. Design, facilitate and evaluate table-top, functional and full-scale exercises for County and clients.
13. Assist local officials in designing emergency-action plans by attending meetings, reviewing plans and coordinating efforts of various agencies in plan design using effective management techniques.
14. Under direction of the Emergency Manager, respond to emergency situations to provide the necessary coordination of emergency management needs using established emergency protocols and County policies.
15. Coordinate the use of County resources, and document such activities to compile legal records which meet federal, state and county guidelines, using Federal and Utah County policy & procedures.
16. Develop and update checklists for all disaster specialists as outlined in the Utah County Emergency Management Plan.
17. Prepare readiness of the Utah County EOC in terms of form retrieval, critical infrastructure status boards, report generation and hazard assessments.
18. Serve as an emergency management team member during exercises, actual emergencies and crisis situations.
19. Interpret client agency development related ordinances and procedures, in the association with the review of target-hazard development applications, and in response to inquiries from the general public.
20. Develop, coordinate and deliver training.
21. Serve as the inter-/intra-agency coordinator for assigned programs and projects.
22. Act as spokesperson for all facets of assigned programs and projects.
23. Assist in the preparation of plan amendments.
24. Attend meetings as required.
25. Promote a high level of customer service and good public relations.
26. Perform other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typical Decisions

Incumbents typically set their own priorities within assigned programs or projects, relying on demonstrated experience and in-depth knowledge of emergency management, response planning, public safety, continuity of operations, continuity of government and consequence management.

Knowledge, Skills, and Abilities

Thorough knowledge of the objectives, principles and practices of emergency planning, emergency management and homeland security concepts

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Strong written and oral communication skills

Ability to learn and consistently interpret complex regulations

Personal organization and workload management skills

Ability to collect, organize, and analyze information; and convert it into clear and concise technical reports and/or emergency response pre-plans

Knowledge and ability to apply word processing, database management, geographical and other personal and mainframe computer based applications

Ability to work effectively with Sheriff's Office, County and City agency staff and representatives of other related organizations to accomplish shared and multi-disciplinary tasks.

In-depth knowledge of local government agency obligations under the National Response Plan, NIMS, ICS, HSEEP, CSEPP and the National Contingency Plan, is essential for successful performance

Must be a confident public speaker with extensive platform presentation experience

Ability to handle aggressive media representatives in stressful emergency environments, without becoming unreasonably flustered or distracted, while employing sound judgment skills

Ability to analyze situations quickly and objectively while determining the proper course of action, under emergency conditions.

Ability to cope with emergency situations firmly, courteously and tactfully

Ability to make decisions under extreme pressure, adverse conditions and weather

Ability to establish and maintain effective working relationships with County staff, public officials and the general public

Ability to work effectively during stressful situations, including long shift work during a disaster or major public emergency

Ability to meet expected deadlines and attain measurable results as defined by the Emergency Manager.

Work Environment

This job typically operates in a professional office environment and routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The duties of this position may require working in all weather conditions and other adverse conditions during drills and/or disasters. The employee may be required to utilize chemical protection clothing and tools.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and

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ability to adjust focus. The employee is required to type, file and lift supplies up to 30 pounds. The employee must be able to pass a baseline medical fitness examination and maintain a sufficient level of personal health and fitness for medical clearance to wear and work in chemical protective clothing and equipment.

Position Type/ Expected Hours of Work

This position is classified as time limited, without benefits. The employee will typically work less than 19 hours per week. Occasional evening and weekend work may be required as job duties demand. This role is subject to working long shift work, with little notice, during a disaster or major public emergency.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Preferred Education and Experience

1. Graduation from an accredited college or university with a bachelor's degree in Planning, Urban Design, Environmental Science, Public Health, Geography, Emergency Management, Public Administration, Political Science or another related field
2. Two years of experience in emergency planning and management, environmental health and safety, emergency response and/or community planning
3. Additional work experience *may* be substituted for some or all of the required education

Additional Eligibility Qualifications

1. Must be able to pass a baseline medical fitness examination, and maintain a sufficient level of personal health & fitness for medical clearance to wear and work in chemical protective equipment and clothing
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment
3. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

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Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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