Position Title: Emergency Management Asst. Director  
Date: October, 2003  
Reports to: Emergency Services Director and Sheriff  
Department: Sheriff  
FLSA Status: Non-Exempt  
Positions Supervised:

BASIC FUNCTION: Employee in this position assists in the planning and coordinating of the operations of San Juan County and the Town of Friday Harbor’s emergency management program. Work is performed under the supervision of the program manager and sheriff as outlined in RCW 38.52.

MINIMUM QUALIFICATIONS: Bachelor’s degree in a related field, including specialized training in emergency management and preparedness AND five years of increasingly responsible emergency management and coordination experience; OR an equivalent combination of education, training and experience that provides the skills, knowledge and abilities to perform the essential functions of the job. Must have excellent verbal and written communication skills and experience with word processing and spreadsheets. Must have good management and supervisory skills and maintain an effective working relationship with co-workers, other departments, other agencies, public officials, representatives of the media and diverse members of the public. Must be able to work under pressure, analyze, make sound decisions in a crisis environment and solve problems efficiently. Must have, or be able to obtain with 30 days, a valid Washington state driver’s license. Must have, or be able to obtain, a current First Aid Card and CPR Certification within 90 days of employment. Accreditation as a Certified Emergency Manager desirable.

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Assists in the preparation of the emergency services budget.  
*2. Assists in the preparation of grant applications.  
*3. Recruits, supervises, and trains volunteer staff.  
*5. Assists in the preparation of County all-hazard response and recovery plans, including hazard identification and vulnerability analysis, and hazard-specific and functional plan annexes. Assists the County and Town government in developing internal disaster response and recovery plans.  
*6. Conducts and assists in planning regular multi-agency, all-hazard exercises (table top and field exercises). Provides support and participates in Incident Command System (ICS) and Emergency Operations Center (EOC) operations and disaster response training.  
*7. Responsible for establishing and maintaining the operation of the Emergency Operations Center.
Position Title: Emergency Management Asst. Mgr.


*9. Assists in the coordination of post-emergency damage surveys and maintains and distributes community-right-to-know reporting information.

*10. Reports regularly to the emergency services manager, sheriff and the County Council as needed and directed.

*11. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

PHYSICAL AND MENTAL REQUIREMENTS: Ability to drive a motor vehicle and traverse rough terrain and inclines. Performs a variety of manual labor requiring physical strength and agility. Lifts and carries supplies and equipment weighing up to 50 pounds. Needs a full range of vision to perform job duties. Response requires shoveling, bending, crawling, climbing, entering confined spaces and traversing steep and unstable terrain. Must have ability to work long hours in all weather and lighting conditions. Must be able to hear audible machine alarms and respond to pager while working near noisy machinery in the field.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maps, aerial photos, measuring tools</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>Camera, video camera</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>Vehicle</td>
<td>2</td>
<td>X</td>
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<tr>
<td>Telephone</td>
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<td></td>
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<tr>
<td>Copy machine</td>
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<td>X</td>
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<tr>
<td>Fax</td>
<td>&lt;.5</td>
<td>X</td>
</tr>
<tr>
<td>Computer</td>
<td>&lt;4.</td>
<td>X</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Work is conducted independently or as part of a team, in an office setting and at a variety of field locations within San Juan County. Travel via motor vehicle, plane, ferry, and small boat. Will be required to wear a pager for emergency responses. Works varied and extended hours during emergency situations. Works in or near water, sometimes in remote locations. May stand outside for long periods of time in all types of weather and temperature extremes to assess emergency needed, take photographs and provide appropriate response. May work near noisy machinery in the field, and be exposed to noxious odors, fumes smoke and chemicals, both liquid and epoxy, and solvents. Uses appropriate safety equipment such as hard hat, reflective gear, safety glasses, ear plugs, gloves, rubber boots, chemical resistant clothing or flotation gear.