Position Title: Emergency Management Director

Date: March 5, 2002

Reports to: Sheriff

Department: Sheriff

FLSA Status: Exempt

Positions Supervised: Emergency Mgmt. Asst. Director, Emergency Services Coordinator(s), Numerous Volunteers

BASIC FUNCTION: Employee in this position plans, supervises, and coordinates the operations of San Juan County and the Town of Friday Harbor’s Emergency Management program. Work is performed independently under the supervision of the County Sheriff as outlined in RCW 38.52 and San Juan County Ordinance 9-1998.

MINIMUM QUALIFICATIONS: A 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 within 30 days, a valid Washington’s 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. Prepares and maintains the budget for the emergency services program.
*2. Researches and seeks outside funding sources. Prepares and submits grant applications.
*3. Hires, supervises, evaluates, trains, and disciplines emergency services personnel. Hires, supervises and trains volunteer staff.
*5. Responsible for the preparation and maintenance 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. Plans and conducts regular multi-agency all-hazard exercises (table top and field exercises). Provides support, participates in and supervises communications system
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(ICS-Incident Command System and EOC-Emergency Operations Center) operations and disaster response training.

*7. Responsible for establishing and maintaining the operation of the Emergency Operations Center (EOC). Prepares, coordinates and manages information provided to the public, including emergency proclamations and requests for assistance.

*8. Serves as the County’s liaison to Washington Emergency Management (WEM) and the Federal Emergency Management Agency (FEMA). Provides operational support to other agencies, and assists response agencies in preparing internal Standard Operating Procedures.

*9. Provides activity and operational reports, coordinates post-emergency damage surveys and maintains and distributes community-right-to-know reporting information.

*10. Reports regularly to the 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.

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.

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.

EQUIPMENT REQUIREMENTS:

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<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
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<tr>
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<td>Daily X</td>
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<tr>
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