

# **LINN COUNTY CLASSIFICATION**

**TITLE: EMERGENCY MANAGER**

**NUMBER: 662**

**APPROVAL ORDER NUMBER: 2024-091**

**PAY RANGE: 20**

**DATE: MARCH 26, 2024**

**CATEGORY: MANAGEMENT EXEMPT (SO)**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plans, coordinates and oversees the delivery of emergency services functions mandated to the Sheriff's Office by Oregon Revised Statutes and the Linn County Board of Commissioners. This includes emergency management related requirements for the County and may include managing and/or coordinating Search and Rescue (SAR) activities. Works with private and public agencies to obtain a coordinated preparedness and response effort that integrates all available resources.

SUPERVISION RECEIVED: Works under the direction of the Support Services Division Captain who assigns duties and regularly reviews work for effectiveness and proper procedures through observation, conference and analysis of reports.

SUPERVISION EXERCISED: The Emergency Manager in this classification exercises general supervision over personnel during emergency missions, preparedness initiatives and training exercises. Assist in the formulation and implementation of management decisions and policies and assign and direct duties of subordinate personnel. When appropriate, employees in this classification may recommend action for adjusting grievances, discipline, suspension (with pay) and rewarding subordinates. Assist in coordinating emergency operations as needed.

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. Command and/or coordinate significant incident response. Coordinate training of staff and volunteers applicable to local and state response requirements.
2. Facilitate execution of annual disaster drills by recruiting exercise participants, leading an exercise design team, writing and conducting the exercises to meet County and State objectives. Preside over the exercise critique and prepares after-action reports.
3. Maintain the Sheriff's Emergency Operations Center (EOC) in a state of readiness. Identify, train and facilitate County Community Emergency Response Teams (CERT) and the Amateur Radio Emergency Services (ARES) to respond to emergencies. As directed, activate EOC, CERT, ARES and other resources during emergencies and serve as key advisor to the Incident Commander and elected officials regarding disaster response and recovery operations. May serve as Public Information Officer for County or agency.
4. Serve as agency liaison to local, regional and state agencies.

5. Manage and coordinate the development and maintenance of the overall County Emergency Management plans and tools to include, but not limited to, plan annexes, continuity of operations plans, incident command checklists, incident command forms, Emergency Operations Center (EOC) facility resource instructions, contact rosters, resource rosters and equipment user guides. Maintain records of facilities, personnel and equipment useful in a disaster. Assist other departments, government agencies and private sector agencies in coordinating their response plans and active responses to emergencies.
6. Develop, maintain and implement policies, procedures and program priorities for assigned programs consistent with policies established by the Sheriff. Ensure programs, services, equipment, personnel and volunteers are well managed and cost-effective. Provide the most effective utilization of resources available to carry out the goals of the Sheriff's Office providing these services to the citizens of Linn County to address community-wide emergency response, recovery and emergency law enforcement service needs.
7. Assist with the coordination of search and rescue activities with Linn County Search and Rescue. May be responsible for managing the Linn County Search and Rescue program to include the following responsibilities: Organize and coordinate the response to Search and Rescue calls. Ensure compliance with state mandates. Ensure quality of instruction of staff and volunteers. Encourage and promote SAR unit leader development and community support through various activities. Conduct training sessions, curriculum development and maintain a volunteer resource database.
8. Obtain materials and equipment needed to insure a safe and timely SAR response. Maintain the readiness of Search and Rescue response vehicles, numerous special equipment items and other assets for immediate deployment.
9. Works independently in administering assigned programs while conferring with the Support Services Captain, Undersheriff and Sheriff for professional advice. Discretion is required in applying general goal and policy statements, in development of recommendations, policies and procedures and in resolving program problems. Represents special services on the Sheriff's Management team and sits as manager of the emergency services.
10. Prepare annual and long-range budget projections. Administer budget and manage expenses. Ensure timely fiscal reports are made to the Oregon Department of Emergency Management and other requiring agencies. Act as fund manager for Linn County Emergency Management federal grant resources. Apply for and administer grants. Identify long-range mitigation and preparedness projects and develop funding schedule to bring projects to fruition.
11. Ensures compliance with County ordinances and the Oregon Revised Statutes concerning implementing County emergency management plans including, but not limited to, the County Emergency Operations Plan, Continuity of Operations plan and Hazard Mitigation and Disaster Recovery plan. Implement the goals and objectives of FEMA. Coordinate with multi-jurisdictional tasks forces in the creation of FEMA

mandated plans and in creating an interoperable communication network. Assist in OEM and FEMA recovery efforts in the event of a disaster to process disaster recovery claims.

12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain 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 the various duties, responsibilities and/or assignments of this position may change from time to time based 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:** Ability to exercise leadership skills in the assignment and supervision of work and guidance of subordinates. Ability to quickly assimilate and apply specific departmental operation rules and procedures and apply them to on-the-job situations. Considerable knowledge of the principles of supervision, human relations, organization and administration as applied to the position of Emergency Manager. Skills and abilities to coordinate, train, supervise and evaluate the work of full-time employees and volunteers. Devise methods, procedures and policies relevant to emergency/disaster preparedness. Gather, assemble, analyze and evaluate facts and make sound recommendations. Communicate clearly and concisely, both orally and in writing. Write reports, manuals, and guides. Develop and maintain spreadsheets. Use and administer social media accounts and websites. 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 judgment in carrying out duties and responsibilities.

Must have considerable knowledge of emergency management principles and local, State and Federal civil defense procedures and regulations. Knowledge of principles of organization and administration. Knowledge of the effects of hazardous materials (chemicals, radiation, etc.) on the environment. Knowledge of radio telecommunication systems and their capabilities. Knowledge of techniques, procedures and methods used in the operation of a public safety communication center. Knowledge of principles and practices of inspection, detection and control of hazards resulting from catastrophic incidents. Knowledge of the basic principles and practices of training.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a two-year college with an Associate Degree, additional specialized training in emergency management or any combination of experience and training that would likely provide the required knowledge and abilities to perform the work described would qualify. A typical way to obtain the knowledge and abilities would be three years of increasingly responsible emergency management and emergency preparedness experience including one year of lead and/or supervisory emergency management work.

**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. Must maintain the ability to testify in court.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal). Additional requirements are the ability to talk and hear (have no significant hearing loss); sit and stand; read and write; walk, run, bend, stoop, and the ability to lift or move fifty (50) pounds; use hands to finger; handle or operate objects, tools, or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.