



CLASSIFICATION NO. 930
Established: 4/04
Revised: 12/07, 5/12, 7/19, 4/22
FLSA: Exempt
EEO: 1

DIRECTOR, DISASTER MANAGEMENT

CLASS CHARACTERISTICS

Under general direction, to plan, organize and direct the County's all-hazards preparedness, mitigation, response, recovery and prevention programs; to develop, coordinate and test comprehensive disaster and homeland security response and recovery plans on an interdepartmental, intergovernmental and interagency basis; to identify and administer all applicable grants; to deploy disaster operations during a disaster or homeland security incident; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Disaster Management provides direction, planning, organization, and coordination with other jurisdictions and agencies for County disaster preparedness and homeland security, as well as has oversight of the Medical Examiner's Office, which investigates and certifies the cause and manner of deaths occurring under violent, questionable or unexplained circumstances in cooperation with the District Attorney's Office, County law enforcement agencies and private organizations. The Director, Disaster Management reports to the County Administrator and participates as a member of the County's Executive Management Team.

The Director, Disaster Management directs, coordinates, and performs activities to plan for, practice, and respond to emergencies, disasters and homeland security incidents in Clackamas County. Responsibilities include obtaining and administering grants, planning and coordinating with regional partners, performing tasks related to prevention, training, response and recovery for disaster and homeland security incidents; providing administrative and technical support services to all county departments, other public jurisdictions and non-profit and private organizations throughout Clackamas County.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops and implements new and revised department policies; conduct needs assessments; establishes goals, standards, and objectives; identifies opportunities for improving service delivery; oversees the preparation of annual program plans; ensures provision of services is in compliance with Federal and State statutes, rules, regulations, County policies and the County's Business Plan; participates in local and regional task forces and committees; gives presentations.
2. Hires and directs department staff to provide quality service to residents and County staff; prepares performance evaluations; administers progressive discipline; conducts and/or

facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.

3. Directs the development of annual and supplemental budgets; presents budget proposals to County Administrator; oversees the monitoring of revenues and expenditures.
4. Develops appropriate plans, standard operating procedures and planning guidance for all county departments; oversees disaster and homeland security response and recovery operations and activities; develops disaster management and homeland security response and prevention plans for state and federal grant funds.
5. Establishes schedules and methods for planning, training and development of disaster and terrorism response actions throughout Clackamas County, including other jurisdictions, non-profit, and private sector agencies and organizations; implements policies and procedures.
6. Prepares and recommends adoption of intergovernmental agreements, mutual aid agreements, and letters of understanding with other public jurisdictions, special districts, and private organizations for disaster and terrorism response; assists in preparation and recommend adoption of ordinances necessary to implement comprehensive disaster management and homeland security plans.
7. Identifies and applies for state and federal funds for disaster management, mitigation and homeland security; oversees the preparation of program papers and applications for federal and state funds; provides oversight and coordination of agency reporting on grants; provides status updates and reports to the State within required deadlines.
8. Implements and coordinates County-wide training activities and exercises to ensure a comprehensive response and recovery capability in the event of emergencies, disasters and terrorism incidents.
9. Monitors legislative and administrative actions which affect County homeland security, analyzes policy and lobbies for County needs in development of legislation.
10. Deploys County Departments during disasters; requires disaster services of any county employee as deemed necessary during an emergency, disaster or terrorism incident.
11. Coordinates County Continuity of Operations (COOP) planning, training and exercises; represents the County as an active member of the Regional Disaster Preparedness Organization (RDPO), which includes Urban Area Security Initiative (UASI) funding in the region.
12. Manages and implements Oregon state law and policies for the County's Medical Examiner's Office.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Federal, state and local laws and regulations affecting disaster response and terrorism prevention and response, in particular, the Federal Homeland Security Advisory System; nuclear, chemical, and biological warfare and weapons of mass destruction; issues affecting cyber security; disaster management and incident command system principles and practices; management principles and practices; disaster management resources and resource

agencies; state and federal laws and regulations related to the State and Local Medical Examiner's Office; group dynamics; planning techniques and program forecasting; budget preparation and monitoring; methods of developing and delivering training programs; supervisory techniques.

Skill to: Develop, implement and monitor a comprehensive disaster management program including the ability to quickly respond to hazards threatening the County; coordinate activities and responsibilities with representatives of County departments, cities and special districts, private agencies and regional, state and federal governments; identify and analyze hazards, risks, capabilities, populations at risk, etc.; communicate effectively, both orally and in writing; coordinate and facilitate the work of volunteers; gather, assemble, analyze and evaluate facts and make sound recommendations; interpret and apply applicable federal, state and local laws, rules and regulations regarding disaster management and homeland security; establish and maintain effective working relationships with officials of government agencies, other County employees, private agencies, the public, and the media; develop communication strategies to deliver information to local fire and law enforcement agencies, government officials, communication centers and others with an awareness of the varying levels of confidentiality assigned to said information.

WORKING CONDITIONS

Must be able to travel to meetings and attend trainings where overnight stay may be required.

Must be available for 24 hour on-call response, either on or off scene, and in event of Emergency Operations Center activation.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of nine (9) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Possession of certificate of completion for the following ICS/NIMS courses: ICS-100, ICS-200, ICS-300, ICS-400, IS-700, IS-703, IS-706, IS-800, G-191, G-402 and E/L/G-2300. (See <https://training.fema.gov/nims/> for courses) or demonstration of NIMS compliance through previously approved FEMA courses.
- Successful completion of Professional Development Series (PDS) as required by FEMA.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Within two (2) years of hire, successful completion of Basic Applied Practical Series (BAPS) as required by FEMA.