



CLASSIFICATION NO. 926

Established: 1/20

Revised: 11/23

FLSA: Exempt

EEO: 2

DISASTER MANAGEMENT PROGRAM MANAGER

CLASS CHARACTERISTICS

Under general direction, to participate in planning, organizing and directing the County's all-hazards preparedness, mitigation, response, recovery and terrorism prevention programs; to provide highly responsible and complex administrative support to the Disaster Management Director; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The County's Office of Disaster Management provides direction, planning, organization, and coordination with other jurisdictions and agencies for County disaster preparedness, response and homeland security, and oversees the Emergency Operations Center which provides critical direction and coordination throughout the County during emergencies and disasters.

The Disaster Management Program Manager assists the Disaster Management Program Director to coordinate, plan, practice and respond to major emergencies, disasters and homeland security incidents in Clackamas County. Responsibilities include obtaining and administering grants, ensuring effective program operations, oversight of the Emergency Operations Center, performing tasks related to prevention, training, response and recovery for disaster and terrorist incidents, and providing administrative and technical support services to all county departments, other public jurisdictions and non-profit and private organizations throughout Clackamas County. The Disaster Management Program Manager may act on behalf of the Disaster Management Program Director in their absence.

The Disaster Management Program Manager differs from the Disaster Management Program Director who has overall responsibility to coordinate, plan, practice and respond to major emergencies, disasters and homeland security incidents in Clackamas County and the ultimate outcomes of department performance.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Implements disaster management program initiatives and operations; oversees the development of appropriate disaster management plans, standard operating procedures and planning guidance for all County departments; develops and evaluates disaster management operations and activities; develops all hazard and homeland security prevention and response plans.
2. Participates in the development and monitoring of contracts and grants; prepares grant applications, and procures and administers state and federal grant funds; provides support and assistance to grant program recipients, including incorporated cities, other County

departments and special districts; participates in the preparation of program papers and applications for federal and state funds; provides coordination of agency reporting on grants; ensures compliance with documentation requirements; assists in the development of annual and supplemental budgets; monitors revenues and expenditures; prepares cost estimates.

3. Participates in the development and implementation of new and revised department and county-wide policies; conducts needs and capabilities assessments; identifies opportunities for improving service delivery; participates in 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 and conducts training; represents the department to public and private agencies and groups.
4. Oversees central administrative functions, including contracting, financial reporting, risk management, information system administration, vendor relations, facilities maintenance; addresses building security issues within facility; serves as liaison to other County departments with jurisdiction in these activities; acts under the direction of, or in the absence of, the Disaster Management Director, to make department level decisions during peace time and declared disasters.
5. Hires and supervises professional staff to provide quality service to citizens and County employees; prepares and conducts performance evaluations; responds to and resolves disputes, grievances and safety concerns; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
6. Oversees the County Emergency Operations Center (EOC) and all supporting policies, processes, development, training and education of staff; assists in maintaining an incident command management structure; serves in EOC Command role with other department/agency leadership; acts under the direction of, or in the absence of, the Disaster Management Director, to deploy County departments during emergency, disaster or local terrorism events; requires emergency services of any county employee as deemed necessary in the case of an emergency, disaster or homeland security incident; prepares and communicates emergency information and announcements to officials, the public and the media.
7. Acts on behalf of the Disaster Management Director on assigned projects and issues; coordinates key strategic initiatives; provides policy interpretation and policy direction to department staff; participates in long-range planning processes; participates in program decisions with members of the management team; serves as Disaster Management Duty Officer, responding to calls for assistance from disaster management stakeholders in the county.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of public administration related to intergovernmental relations, risk management and disaster preparedness; strategic planning and project management.

Working knowledge of: Federal, state and local laws and regulations related to disaster response, including terrorism incidents; Incident Command System (ICS) structure; Crisis Management software and Emergency Operations Center (EOC) automated systems; principles

and practices of supervising and managing staff; principles and practices of grant preparation and administration, budgeting, purchasing and contract administration; microcomputer applications including work processing, spreadsheets and data bases; English grammar and composition; principles and techniques of public speaking.

Skill to: Develop, implement and monitor a comprehensive disaster management and homeland security program including the ability to adjust quickly to changes in conditions and 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; encourage cooperative working relationships; interpret and apply applicable federal, state and local laws, rules and regulations regarding disaster management and homeland security; establish and maintain cooperative 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 available for 24 hour on-call response, either on or off scene, and in event of Emergency Operations Center activation.

Must be able to travel to meetings and attend trainings that may require overnight stays.

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 five (5) 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.

- Certificates of completion for the current FEMA NIMS (National Incident Management System) courses as outlined on the FEMA Independent Study (IS) website.

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

Must possess or have the ability to obtain within six (6) months of hire, certificates of completion for the following courses as outlined on the Emergency Management Institute (EMI) Course website:

- ICS-300
- ICS-400

Must possess or have the ability to obtain within one (1) year of hire, successful completion of Professional Development Series (PDS) as required by FEMA.

Must possess or have the ability to obtain within two (2) years of hire, successful completion of Basic Applied Practices Series (BAPS) as required by the Oregon Office of Emergency Management.