



CLASSIFICATION NO. 927
Established: 6/06
Retitled: 3/24
FLSA: Exempt
EEO: 2

DISASTER MANAGEMENT PROGRAM COORDINATOR

CLASS CHARACTERISTICS

Under direction, to plan, organize, evaluate and monitor disaster management programs and systems within Clackamas County, including hazard mitigation, disaster preparedness and the emergency operations center; to develop and deliver specialized training and presentations to private industry, community groups and other governments; to serve as County liaison and technical advisor to regional, state and federal agencies; to assist management in the planning and development of administrative and fiscal systems, policies, procedures, systems, and technologies in assigned program areas; and to do other work as assigned.

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 Coordinator is responsible for the planning, coordination and implementation of programs and activities related to disaster management. Positions in this classification represent the County and/or department on various local, regional and state committees and task forces to ensure proper coordination in the event of a human caused or natural disaster.

The Disaster Management Program Coordinator differs from the Disaster Management Program Manager which has full supervisory authority and is responsible for planning disaster management program initiatives and operations.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Researches, plans, develops and delivers program specific training and education to County employees, local and regional law enforcement and emergency personnel, local schools and business and the public; conducts program outreach and promotional activities; conducts exercises to test departmental and County-wide preparedness; responds to requests for information, provides advice and assistance during disasters and incorporates feedback from citizens into County priorities for action.
2. Oversees the activities of a variety of agencies and government organizations in the development of consensus-based plans, identification of public safety priorities and management of project implementation; serves as lead in Emergency Operations Center

(EOC) activities and ensures mandated Oregon Revised Statutes (ORS) and County Ordinance requirements are met; plans, coordinates and implements the goals and objectives of the Federal Emergency Management Agency's (FEMA) Disaster Mitigation Acts of 2000; interacts with regional and local elected officials in the development and implementation of disaster operations policy; reports to Board of County Commissioners on status of projects.

3. Serves as technical advisor to cities, special service districts and County departments; represents the County and/or department on a variety of state, regional and county committees related to assigned program area; acts as liaison to State and Federal agencies; attends planning meetings and conferences related to disaster management; successfully completes assigned disaster management training requirements annually.
4. Organizes and facilitates the effective operation of multi-jurisdiction, multi-discipline working groups and task forces.
5. Prepares and administers program budgets; prepares, reviews and analyzes reports; makes recommendations on budget requests; prepares budget justifications for presentation to Disaster Management Director; monitors revenues and expenditures for compliance with budget.
6. Prepares and administers grant applications on behalf of County departments, cities, fire districts, schools and private landowners; monitors grant-related expenditures for compliance with contractual agreements; ensures compliance with grant reporting requirements; serves and liaison with County departments and granting agencies; coordinates financial assistance to eligible jurisdictions following disasters.
7. Researches available technologies applicable to program area; establishes or recommends evaluation criteria and methodologies; coordinates technical assessment of current systems and data; recommends new and enhanced technologies to achieve program goals; leads procurement of new technologies; implements new and existing technology across Disaster Management and all departments responsible for a disaster response.
8. Maintains readiness for emergency operations center and ensures all technology up-to-date; trains Disaster Management and other appropriate county, and response partner staff; tests proficiency of all users on technology and assesses gaps in technology needs to identify solutions; administers County's crisis information system, emergency notifications system and radio cache, and collaborates with regional partners to support regional alert responses, training, equipment, and systems.
9. Assists in the development, coordination and implementation of department and County-wide policies, procedures and communication plans related to program area.
10. Orients employees and temporary staff involved in program area; may lead the work of volunteers, contractors, and/or personnel from other agencies assisting the program.

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; Incident Command System (ICS) structure; Crisis Management software and Emergency Operations Center (EOC) automated systems; basic 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: Communicate effectively, both orally and in writing; prepare training programs and materials; negotiate and monitor contractual agreements; formulate and evaluate policies, procedures and program requirements relating to disaster management and homeland security issues; plan, organize, coordinate and direct disaster preparedness, public assistance, response and recovery programs and activities; prepare and maintain accurate, clear and concise records and reports; establish and maintain effective working relationships with county officials and departments, regional working groups, police/fire districts, special service districts, non-profit organizations and other agencies; coordinate and facilitate the work of volunteers; problem-solve to promote interagency cooperation; function well in a team environment; conduct research and analyze data.

WORKING CONDITIONS

Must be available for 24-hour on-call response to perform incident management functions and related duties during a disaster.

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: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state 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.

Edited: 4/24