



CLASSIFICATION NO. 925

Established: 10/23

Revised and Retitled: 9/24

FLSA: Exempt

EEO: 2

DIRECTOR, OFFICE OF DISASTER MANAGEMENT

CLASS CHARACTERISTICS

Under general direction, to plan, organize, direct and supervise functions and assigned staff within the Office of Disaster Management; to oversee the County's all-hazards preparedness, mitigation, response, recovery and terrorism prevention programs; 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 Director, Office of Disaster Management reports to and receives general direction from the County Operating Officer (COO) and is responsible to coordinate, plan, practice and respond to major emergencies, disasters and homeland security incidents in Clackamas County. The incumbent interacts closely with the County Administrator and Board of County Commissioners, particularly during emergencies or disasters.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans 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. Develops and monitors 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; oversees development of annual and supplemental budgets; monitors revenues and expenditures; prepares cost estimates.
3. Develops and implements new and revised program and county-wide policies; conducts needs and capabilities assessments; identifies opportunities for improving service delivery; directs 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 Office of Disaster Management to public and private agencies and groups.

4. Oversees central administrative functions of the Office of Disaster Management, including contracting, financial reporting, risk management, information system administration, vendor relations, and facilities maintenance; addresses building security issues within facility; serves as liaison to other County departments with jurisdiction in these activities; coordinates with the COO to make program decisions related to central administrative functions during peace time and declared disasters.
5. Hires and supervises professional staff to provide quality service to residents 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; coordinates deployment of County departments and employees during an emergency, disaster or local terrorism events; prepares and communicates emergency information and announcements to officials, the public and the media.
7. Develops and coordinates key strategic initiatives; provides policy interpretation and direction to 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

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, declaration process, and federal and state regulations and requirements; management principles and practices; disaster management resources and resource agencies; 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 and homeland security program including the ability to adjust quickly to changes in the level of Terrorist Threat 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 seven (7) 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.