

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **EMERGENCY MANAGEMENT PROGRAM ASSISTANT**

Spec No. 2281

#### **BASIC FUNCTION**

Assists in the planning, coordination, and implementation of emergency management program activities.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Supports emergency management program activities in order to achieve departmental strategic goals.
2. Assists in the development and maintenance of emergency management plans and procedures by conducting research, developing plan templates, and helping to facilitate planning meetings.
3. Works with jurisdictional and agency partners to assist in establishing internal disaster procedures and plans; offers insight into functional plans that may include topics such as mass fatality, debris management, etc.
4. Assists in the preparation, conduct and evaluation of disaster training and exercises; prepares evaluation guides, scenario documents, etc. under the direction of program manager.
5. Supports training opportunities, specific to emergency management preparedness, response, recovery and mitigation; designs training materials under direction of program manager.
6. Serves on committees and task groups relevant to emergency management.
7. Maintains a working relationship with the local, regional, and state emergency management agencies.
8. Develops and maintains databases of resources relating to the business of emergency management.
9. Assists in coordination of disaster response in an Emergency Coordination Center (ECC) environment that may be staffed 24 hours a day to extended periods of time.
10. Attends trainings and participate in exercises in order to maintain proficiency as an emergency management professional.

#### **STATEMENT OF OTHER JOB DUTIES**

11. Performs related duties as required.

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**MINIMUM QUALIFICATIONS**

Two (2) years of experience in Emergency Management or related field; AND two years education in emergency management or related field; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

**SPECIAL REQUIREMENTS**

Valid Washington State Driver's License is required.

Completion of FEMA's Professional Developmental Series within one year of hire.

Candidates for employment must successfully pass a criminal background investigation.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- emergency management principles
- office procedures and practices

Ability to:

- deal courteously, professionally and tactfully with internal and/or external partners, agencies and the public
- work effectively as a member of a team and with diverse populations
- communicate effectively both orally and in writing
- follow verbal and written instructions
- operate computer terminals and applied software

**SUPERVISION**

The employee reports to an Emergency Program Manager.

**WORKING CONDITIONS**

The majority of the work is performed in the usual office environment with travel to off-site locations. Employees may be required to serve in the Emergency Coordination Center (ECC) in an operational capacity or at other locations as assigned during exercises, emergencies, or disasters.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: January 2006 as Emergency Management Coordinator  
Revised and retitled: June 2015  
Revised: May 2019  
EEO Category: 6 - Administrative Support  
Pay Grade: 234 - Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous