

SNOHOMISH COUNTY JOB DESCRIPTION

EMERGENCY MANAGEMENT PROGRAM COORDINATOR

Spec No. 2393

BASIC FUNCTION

Plan, coordinate and implement emergency management program activities.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Implements emergency management program activities in order to achieve departmental strategic goals and enhance operational readiness of the Snohomish County Emergency Coordination Center.
2. Develops and maintains databases of resources relating to emergency management.
3. Updates and maintains Department of Emergency Management plans and procedures; conducts research, develops plan templates, and facilitates planning meetings.
4. Coordinates and leads the facilitation and development of disaster procedures and plans with internal and external partners for areas, such as, mass facility management and debris management.
5. Participates in the preparation, facilitation, and evaluation of disaster training and exercises; prepares evaluation guides, scenario documents, etc. as assigned.
6. Develops, delivers, and maintains emergency preparedness public education program materials.
7. Maintains a working relationship with the local, regional, and state emergency management agencies; serves on committees and task groups relevant to emergency management.
8. Coordinates disaster response as part of a multiagency team in an Emergency Coordination Center environment that may be staffed 24 hours a day for extended periods of time.
9. Recruits, trains and supervises volunteers/interns; establishes volunteer policy and evaluation procedures.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

MINIMUM QUALIFICATIONS

Associate's Degree in Emergency Management, Homeland Security, or related field; AND two (2) years of experience in emergency management or closely related field; OR, any

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MINIMUM QUALIFICATIONS (Continued)

equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Completion of L0110 National Emergency Management Basic Academy.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required at the time of employment.

Must complete FEMA's Professional Development Series within one year of hire.

Candidates for employment must successfully pass a criminal background investigation.

KNOWLEDGE AND ABILITIES

Knowledge of:

- emergency management principles and practices, including the National Incident Management System
- principles and practices of volunteer management
- current trends in assigned emergency management responsibilities
- the principles and practices of project management

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, sometimes in extremely stressful situations
- communicate effectively both orally and in writing
- follow verbal and written instructions
- operate Microsoft Office software packages

SUPERVISION

The employee reports to a Program Manager – Emergency Management or the Deputy Director, as assigned. The work is carried out in accordance with instructions and reviewed through periodic meeting and status reports.

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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 or at other locations. As part of a regular rotation, employees serve as the 24-hour DEM Duty Officer and receive calls for assistance, evaluate situations, and utilize broad discretion to provide support to the requesting agency/jurisdiction, including activation of the ECC.

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

[EEO policy and ADA notice](#)

Class Established: July 2017
EEO Category: 5 - Paraprofessional
Pay Grade: 238 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous