

SNOHOMISH COUNTY JOB DESCRIPTION

HOMELAND SECURITY COMMUNICATIONS COORDINATOR

Spec No. 2304

BASIC FUNCTION

Plans, coordinates and assists in the managing of various communications resources for the Department and member and other agencies and cities. Plans and coordinates the supervision of the Snohomish County Emergency Operations Center communications station and mobile communications resources under the Department of Emergency Management's (DEM) control during times of disaster or as otherwise necessary.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans and coordinates staffing and operation of the Emergency Operations Center Communications Station during activations or as necessary; plans and coordinates staffing, training and operation of DEM mobile communications resources as necessary to support activations, search and rescue missions, emergency operations or as otherwise directed.
2. Provides information for and coordinates the Auxiliary Communications Service (ACS) and other Amateur radio services as additional communications sources.
3. Creates specifications, installs and documents communications systems for the new Emergency Operations Center.
4. Maintains existing amateur and government radio repeater networks, working with SERS and the FCC to insure availability and compliance.
5. Coordinates with Urban Area Security Initiative group (UASI) on projects that could affect Snohomish County communications capabilities.
6. Collect data and maintain data base for all communication resources used in Snohomish County.
7. Pursues establishing communication Memorandums of Understanding (MOU's) with outside agencies for use during emergencies; develops plans for interoperable connections and links for all agencies with radio capabilities; acts as liaison to agencies, government and non-governmental organization units inside and outside Snohomish County.
8. Writes communication plans and protocols to include all possible contingencies where radio will be required; provides assistance to SNOPAC, SNOCOM, SERS, and Marysville dispatch with planning for Homeland Security measures; develops plans for upgrading the school alerting system now provided by DEM.
9. Coordinates with Washington State Emergency Management Department to develop system for message traffic over radio frequencies.

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10. Provides information and assistance to agencies and departments to better utilize existing radio platforms; plans training on using special equipment such as Command Post Vehicles, ACU-1000, Satellite phones, and the DEM communications van during emergencies; trains RACES and other volunteer staff member in emergency communications protocols, mobile and base station communications center operations and other emergency or operational requirements as necessary.

STATEMENT OF OTHER DUTIES

11. Researches new technologies as they become available for possible use in improving existing systems.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

Amateur radio license of at least a technician level; AND, two years of experience in an emergency management or program/project management environment as either a staff member or volunteer; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

Candidates for employment must pass a criminal background investigation.

KNOWLEDGE AND ABILITIES

Knowledge of:

- emergency management or related programs;
- government radio trunked repeater systems
- project management and supervisory principles;
- the National Incident Management System or the Incident Command System;
- facilitation, negotiation, presentation and public relations;
- relevant agencies, systems and community resources;
- program evaluation, advocacy and promotion;
- Snohomish County and surrounding areas;
- general office procedures and practices;
- computers, networks and general office software programs.

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Ability to:

- work effectively as a team member to coordinate accomplishment of tasks;
- communicate effectively orally and in writing;
- communicate with the public at all levels;
- coordinate work of multi-disciplinary staff;
- understand and apply techniques and methods of instruction;
- manage multiple tasks simultaneously.

PHYSICAL REQUIREMENTS

Employees must be able to lift at least fifty (50) pounds repeatedly and place the burden at waist level, as in stacking sandbags.

SUPERVISION

The Homeland Security Communications Coordinator reports to a Program Manager as assigned.

WORKING CONDITIONS

The work is performed in the usual office environment and outdoors, in potentially adverse weather conditions, with travel to off-site locations. Employees are required to serve in the Emergency Operations Center in a supervisory or operational capacity, or at other locations as assigned during exercises, emergencies, or disasters. Must be able to work extended hours, nights, and weekends during disasters, exercises, or exceptional time critical assignments. Employees are required to carry a pager, cell phone, 800 MHz radio, and reference materials 24 hours a day.

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: November 2006

Revised: July 2010

EEO Category: 3 – Technicians

Pay Grade: 240 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous