

SNOHOMISH COUNTY JOB DESCRIPTION

PROGRAM MANAGER - EMERGENCY MANAGEMENT

Spec No. 2299

BASIC FUNCTION

To supervise, plan, coordinate, and manage activities and operations within one or more emergency management programs.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, supervises, coordinates, and evaluates subordinate level employees as necessary and provides for their training, guidance, and mentoring; participates in the selection, hiring, promotion, discipline, and termination of subordinate employees; promotes and contributes to a work environment consistent with the department mission, vision, and values.
2. Works as a team with the other Program Managers to develop and maintain a comprehensive emergency management strategy that supports the departmental mission and meets community needs; promotes problem solving partnerships within and across emergency management programs.
3. Acts as a technical resource for staff to resolve problems; oversees the day-to-day operations of the work group and remains consistent with county and department standards, principles, methods, and priorities; signs-off on appropriate documents as required and authorized.
4. Reviews, develops, and implements policies, procedures and budgets related to specific emergency management functions as directed; ensures that areas of operation comply with applicable federal and state laws, regulations, and guidelines, and with County ordinances, policies, and procedures.
5. Leads and supervises multi-agency and/or multi-disciplinary workgroups that may include DEM staff as well as staff from various Snohomish County departments; local jurisdictional partners; regional, state, and federal stakeholders; as well as representatives from non-governmental organizations, the private sector, community volunteers, and other emergency management related groups.
6. Develops, maintains; and supervises the development and maintenance, of disaster-related plans or portions of plans, procedures, and checklists. These plans include the Snohomish County Comprehensive Emergency Management Plan (CEMP), Hazard Mitigation Plan (HMP), Disaster Recovery Framework (DRF) and Continuity of Operations Plan (COOP).
7. Develops, facilitates, and/or evaluates disaster-related training and exercises to ensure the department's compliance with the National Incident Management System (NIMS) and the Homeland Security Exercise and Evaluation Program (HSEEP); supervises the

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development, facilitation, and evaluation of disaster related training and exercises.

8. Oversees activities that ensure the operational readiness of the Snohomish County Emergency Coordination Center (ECC). These activities include training ECC staff, maintaining the ECC's technology and guidelines, and identifying enhancements to the ECC's readiness.
9. Develops, delivers; and supervises the development and delivery, of emergency management preparedness presentations to diverse audiences as the subject matter expert in their assigned emergency management program.
10. Prepares correspondence and reports pertaining to the assigned emergency management program; prepares recommendations to the Deputy Director; represents DEM at public meetings or at meetings with public officials and commissions, community groups and outside agencies as assigned and necessary.
11. Manages contracts or grants, including the development and monitoring of scope(s) of work, budget(s), and schedule(s).
12. During ECC activations, exercises authority and sound judgment to lead an assigned team to coordinate various facets of disaster response and recovery activities; supervises specific emergency management functions within the ECC. In this capacity, the incumbent may work extended hours for periods that may last for several days or weeks.

STATEMENT OF OTHER DUTIES

13. Performs other emergency management functions as required or assigned; may perform the duties of subordinate employees as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in Emergency Management, Homeland Security, Public or Business Administration, Social Services, Community Planning, or related field, plus four (4) years of experience in emergency management, including two (2) years of experience as a manager and/or supervisor; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities.

PREFERRED QUALIFICATIONS

Certification as a Certified Emergency Manager (CEM) by the International Association of Emergency Managers is preferred.

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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:

- the principles and practices of emergency management
- laws, rules, regulations, legislation, and current trends in the assigned emergency management program
- the principles and practices of program planning, organization, budgeting, and administration
- the principles and practices of effective supervision
- the National Incident Management System

Ability to:

- plan, organize, coordinate, and supervise a comprehensive emergency management program
- allocate and make effective use of available resources
- critically analyze information and problem solve
- assess the relative advantages and disadvantages of alternative courses of action
- analyze and evaluate operations and take effective action to correct deficiencies and resolve problems
- create, develop, and lead a team to effectively accomplish tasks
- work well across a group of teams and be an effective team member
- operate Microsoft Office software packages, including spreadsheet, database, word processing, and budget management software
- communicate clearly; both verbally and in writing
- supervise and evaluate the work of subordinate employees
- work under pressure and delegate responsibility
- establish and maintain effective working relationships with elected officials, associates, subordinates, employees of other agencies, and with the general public
- prepare a variety of correspondence, reports, and other written materials
- read, interpret, and apply a variety of laws, rules and regulations governing departmental operations including county rules and regulations
- serve in a critical leadership role during disasters, as defined by the Snohomish County

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Comprehensive Emergency Management Plan

SUPERVISION

The employee reports to the Deputy Director. The work requires considerable independent judgment and discretion in developing and achieving programmatic goals and objectives. The work is reviewed through meetings and periodic status reports and by evaluation of results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with travel to off-site locations. Employees are required to serve when activated 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: August 2006

Revised: October 2006, February 2020, January 2022

Revised and Retitled: September 2016, Emergency Program/Project Manager

EEO Category: 2 - Professionals

Pay Grade: 111 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous

FLSA Status: Exempt