

SNOHOMISH COUNTY JOB DESCRIPTION

TEMP - EMERGENCY MANAGEMENT WORKER

Spec No. 9151

BASIC FUNCTION

To serve as a temporary member of the Snohomish County Department of Emergency Management (DEM) team during times of increased staffing needs, such as activation of the Emergency Coordination Center (ECC). Persons in this position will be given specific tasks in support of the mission and operation. These tasks and activities may include working with member towns, cities, and tribes; participating with state and federal disaster assistance workers on damage assessments; or assisting with long term recovery activities.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides assistance to specific sections within the ECC structure, such as communications, resourcing, planning, multi-agency coordination, administration or joint information). During ECC activations, assists with the coordination of various facets of disaster response and recovery activities. In this capacity, the incumbent may work extended hours for periods that may last for several days or weeks.
2. Assists Emergency Program Managers with program coordination, meeting and presentation preparation, research and written/verbal programmatic communications.
3. Assists DEM staff, and particularly Emergency Program Managers, with multi-agency and/or multi-disciplinary workgroups that may include 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.
4. Assists and supports the operational readiness of the ECC. These activities may include assisting with training ECC staff, helping maintain the ECC's technology and guidelines, and helping to identify enhancements to the ECC's readiness.
5. Participates with DEM staff in the development and delivery of emergency management preparedness presentations to diverse audiences.
6. May assist with the coordination of emergency management volunteers.

STATEMENT OF OTHER DUTIES

7. Performs other emergency management functions as required.

MINIMUM QUALIFICATIONS

One (1) year 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.

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SPECIAL REQUIREMENTS

Valid Washington State Driver's License is required.

Must have Completed ICS 100, 200 and NIMS 700.

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, or the Deputy Director, as assigned.

WORKING CONDITIONS

This is a temporary position hired during periods of heightened activity, such as activation of the ECC. 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 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](#)

Class Established: December 2006

Revised: March 2014

Revised and retitled: June 2019

EEO Category: 5 - Paraprofessionals

Pay Grade: 233 – Classified Pay Plan

Workers Comp: 1501 Hazardous