

SNOHOMISH COUNTY JOB DESCRIPTION

EMERGENCY MANAGEMENT PROGRAM ANALYST

Spec No. 2416

BASIC FUNCTION

Support the development and implementation of the assigned emergency management program. To provide technical assistance for complex plans, programs, or policies.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Lead 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.
2. Develops, updates, and maintains disaster-related plans or portions of plans, procedures, and checklists. These plans include the Snohomish County Comprehensive Emergency Management Plan (CEMP) and Hazard Mitigation Plan (HMP).
3. Analyzes data and information to identify trends across the County, Region, and State pertaining to the assigned emergency management program.
4. Collaborates on the facilitation, and/or evaluation of 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).
5. Facilitates disaster response as part of a multiagency team in an Emergency Coordination Center (ECC) environment that may be staffed 24 hours a day for protracted periods of time. In this capacity, the incumbent may work extended hours for periods that may last for several days or weeks.
6. Leads assigned activities within the Snohomish County Emergency Coordination Center (ECC) such as training ECC staff, maintaining the ECC's technology and guidelines, and identifying enhancements to the ECC's readiness.
7. Prepares correspondence and reports pertaining to the assigned emergency management program.
8. Within the assigned emergency management program, coordinates and plans with internal and external partners; provides technical assistance in support of program goals. Evaluates program performance; and develops policies and procedures to guide program efficiency and effectiveness.

STATEMENT OF OTHER DUTIES

9. Performs other emergency management functions as required.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in Emergency Management, Homeland Security, Community Planning or related field, AND two (2) years of experience in emergency management or related field; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities.

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:

- 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 National Incident Management System

Ability to:

- plan, organize and manage a comprehensive emergency management program
- effectively lead and participate as a team member to accomplish tasks
- critically analyze information and problem solve
- operate Microsoft Office software packages, including spreadsheet, database, word processing and budget management software
- communicate clearly, both verbally and in writing establish and maintain effective working relationships with internal and external partners, 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 Comprehensive Emergency Management Plan

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SUPERVISION

The employee reports to an Emergency Management Program Manager. The work is performed with considerable independence and is reviewed through meetings, status reports and results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with travel to off-site locations. Occasional night meetings and work on weekends and holidays may be required. 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 2020
EEO Category: 2-Professionals
Pay Grade: 241 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous
FLSA Status: Non-Exempt