



<b>CLASSIFICATION TITLE:</b> BCES Emergency Management Manager	<b>JOB NUMBER:</b> 7015	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Executive Director – BCEM/SECOMM	<b>PAY GRADE:</b> 24	<b>FLSA STATUS:</b> Exempt “At Will”

## GENERAL SUMMARY

Performs difficult administrative work assisting the Executive Director in planning, organizing, directing and reviewing Emergency Management activities and operations for Benton County, and related work as apparent or assigned. Work is performed under the general direction of the Executive Director – BCEM/SECOMM (supervisor). Divisional supervision is exercised over assigned personnel. Subject to work after hours and weekends as needed.

## CORE VALUES

All employees are expected to model and foster the City of Richland’s core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity* and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Acts as the primary point of contact for disasters within Benton County; activates the Emergency Operations Center (EOC) as needed and assists in the coordination of activities; coordinates, develops and maintains specialized emergency activities, including evacuation of the EOC, mutual aid, REP, CSEPP; coordinates with participating departments and outside agencies.
- Supervises assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment and promotions according to established guidelines.

- Assists in budget preparations, controls and monitors expenses; prepares and maintains a variety of reports, records, and documentations related to operating budgets, operations, short and long-term planning, as well as the Comprehensive Emergency Management Plan; prepares and administers grant programs.
- Reviews data and best practices to develop and recommend improvement programs for emergency management services.
- Coordinates activities with various local, state, federal agencies and private industries to ensure a unified response plan; represents the Benton County Emergency Services (BCES) department in meetings and to the public.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- Emergency management principles and practices.
- Principles and practices of Emergency Operations Center operations.
- Principles and practices of supervision and leadership.
- Alert and Warning Notification equipment.
- Emergency services plans and programs.
- Emergency management exercise design.
- Principles of hazard vulnerability analysis.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Employee contracts, requirements and certifications.
- Technical aspects of field of specialty.
- Budget preparation and control.
- Grant management and reporting.

### **Skills and abilities to:**

- Develop and maintain comprehensive programs, including disaster and major incident plans and training.
- Plan and coordinate emergency drills, programs and activities.
- Make effective decisions during multiple emergency situations.
- Analyze emergency situations and implement an effective course of action.
- Train, supervise and evaluate personnel.
- Represent BCEM in a variety of individual and group contacts.
- Establish and maintain cooperative, effective working relationships with others.
- Evaluate, investigate and resolve operational issues and concerns.

- Develop and maintain comprehensive emergency response plans for multiple hazards.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Implement and coordinate emergency and public safety programs and presentations.
- Prioritize and schedule work.
- Assign and review the work of others.
- Work independently with little direction.
- Meet schedules and time lines.
- Read, interpret, apply and explain rules, regulations, policies and procedures.

## **SPECIAL REQUIREMENTS**

- Obtain Incident Command System Training 100, 200, 300, 400, 700, and 800 within one (1) year of hire.
- Possession of FEMA Professional Development Series upon hire.
- Valid driver's license.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in emergency management or related field and five (5) years experience in emergency management, including two (2) years in a supervisory role, or equivalent combination of education and experience.

## **COMPETENCIES**

### **Managerial**

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

### **Supervisory**

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.

- **Prioritize Work and Commitments:** Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- **Drive for Team Results:** Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others to drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- **Manage Employee Performance:** Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

### **Foundational**

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*




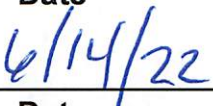

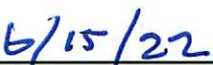


This work requires regular and punctual attendance at the office or other assigned locations; work requires the regular exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Authorization (for Archive)**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

 _____ <b>Human Resources Director</b>	 _____ <b>Date</b>
 _____ <b>Department Head</b>	 _____ <b>Date</b>
 _____ <b>City Manager or Authorized Designee</b>	 _____ <b>Date</b>