

# CLASSIFICATION ADDENDUM

## Job Title: Emergency Management Manager

Classification Specification: Manager/Program Manager

Barg Unit: NON

Pay Grade: D62

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

Under general direction of the Development and Public Works Director, plans, organizes, and manages the City's emergency preparedness program, including overseeing the development, implementation, and evaluation of the program, plans, and services. Develops and reviews policies, goals, objectives, interagency agreements, interdepartmental coordination, training, and analyzes effective disaster management services. Evaluates, improves, and promotes the City's comprehensive disaster planning efforts and provides complex staff assistance to Executive Managers. Coordinates and acts as the City's liaison to the community and with other local, State, Federal, non-profit and private agencies for the City's emergency preparedness efforts. Establishes, maintains, and manages the operation of the City's Emergency Operations Center (EOC). Activates the EOC as directed by the City Manager including coordinating and facilitating the EOC activities; monitors developing conditions or incidents that may involve or affect the City. Oversees the disaster training, exercises and public awareness programs.

Manages, oversees, and evaluates project design, calculations, and inspections for complex critical infrastructure hazard mitigation projects, including performing difficult analysis of contract/engineering data and providing technical guidance. Recommends design and construction standards for critical infrastructure, systems, and facilities to mitigate potential hazard impacts. Member of the Development and Public Works Management Team. Acts in the absence of the Development and Public Works Director and/or the City Engineer as assigned. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### **Training & Experience:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in emergency services, emergency management, civil engineering, or a related field;

- In the field of Emergency Management, Public Safety, Public Administration or a related field: three (3) years of disaster and emergency planning experience, or any equivalent combination of training and experience; and,
- In the field of Civil Engineering with progressively responsible engineering experience, including three (3) years of management experience;
- Completion of FEMA's Professional Development Series or the National Emergency Management Academy, or ability to complete within twelve (12) months of appointment;
- Completion of Oregon's Basic Applied Practices Series is desirable.

## Essential Characteristics and Duties Addendum

### Licensing Requirements:

- Registration as a Professional Civil Engineer in the State of Oregon or ability to obtain registration within twelve (12) months of appointment;
- Certification as a Certified Emergency Manager (CEM) through the International Association of Emergency Managers (IAEM), is desirable;
- A valid Oregon Driver's License at time of appointment.

### Knowledge:

- Knowledge of the laws and regulations governing emergency management;
- Knowledge of emergency and/or disaster planning principles and practices;
- Knowledge of departmental policies and procedures;
- A thorough knowledge of the fundamental principles of emergency management planning (e.g. mitigation, preparedness, prevention, continuity of operations, recovery, and response);
- Principles and practices of civil engineering;
- Responsibilities and statutory obligations of municipal engineering.

### Skills: *(Demonstrated skill in performing the following)*

- Managing and coordinating emergency management operations;
- Proficient in both verbal and written communication;
- Establishing and maintaining effective working relationships;
- Effectively making presentations containing complex technical information to both technical and nontechnical audiences;
- Analyzing information under emergency operating conditions and directing the course of action to be taken;
- Employing appropriate personal protective equipment as may be needed under emergency operating conditions.

### Qualification For Grade Progression:

N/A

## Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

May be required to work extended shifts for multiple days during an emergency. May be required to work around, near, or in hazardous conditions during or following an emergency.

Travel as required.

## Addendum History

Created: 2015.12 by HR  
2016.04 – Adopted