CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Emergency Manager** **E-PLAN**
SG:E2-10
DEPARTMENT: **Fire Department/Office of Emergency Management** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

The City of Bellingham, in partnership with Whatcom County, takes a comprehensive approach to reduce vulnerability to hazards and cope with disasters. The City Emergency Manager, under general direction, manages and administers the development, implementation and coordination of the City's Emergency Management Program. The Emergency Manager acts as liaison for the City's disaster management and recovery efforts, develops and oversees disaster training exercises and public awareness programs, and performs related duties as assigned.

SUPERVISORY RELATIONSHIP:

Reports to the Assistant Fire Chief. Works independently under general direction from the Assistant Fire Chief and receives work plan content and prioritization from the Assistant Fire Chief. Maintains close and supportive working relationships with all City departments and County Emergency Management team. May supervise other staff, including uniformed personnel, as needed to accomplish goals.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, directs and evaluates the City's emergency management program. Works to ensure continuity of City government during emergency and or disaster conditions by conducting community vulnerability and risk/hazard assessments; develops and maintains the City emergency management plan and related plans and procedures. Creates, reviews, and edits plans and procedures, and evaluates existing programs as needed. Ensures plans conform with Federal and State requirements.

2. Manages disaster response or crisis management activities in coordination with County, State and Federal emergency management officials, including ordering evacuations, opening public shelters and implementing needs plans and programs.

3. Assists City departments with development and implementation of emergency, disaster and recovery plans and procedures specific to each department.

4. Develops relationships with, and acts as a liaison with other local, regional, state and federal governmental agencies, non-governmental agencies, and businesses to ensure coordinated emergency/disaster response. Participates in shared work plan with Whatcom County Department of Emergency Management and other partner agencies.

Consults with agencies and businesses to determine needs and capabilities in the event of a natural disaster or other emergency.

5. Designs, plans and organizes disaster drills and exercises; develops and delivers training on emergency management topics as needed for governmental/non-governmental facilities, essential service providers, and critical infrastructure operators. Analyzes and evaluates drills, exercises, training performance and preparedness and makes adjustments as needed.

6. Represents the City as primary spokesperson for the Emergency Management Program, advising elected officials, local business leaders and the general public on technical and practical aspects of emergency management planning.

7. Facilitates and supports emergency and disaster operations provided in an emergency operations center format. Participates in development and maintenance of an Emergency Operations Center that is available, secure and usable by ensuring it is appropriately stocked, equipped and maintained; schedules regular testing procedures to ensure operation efficiency.

8. Prepares emergency situation status reports that describe response and recovery efforts, needs and preliminary damage assessments.

9. Participates in emergency management on-call rotation. During such assignment, must be available within general geographic area and capable of responding within specified time frame.

10. Prepares and manages the City's Emergency Management Program budget and makes funding decisions to provide necessary program resources. Monitors budget expenditures.

11. Seeks relevant grant funding. Develops and manages grant programs aimed at mitigating the negative consequences of future disasters.

ADDITIONAL WORK PERFORMED:

1. Maintains up-to-date knowledge of emergency management issues and requirements providing information to City officials as needed.

2. Supervises support staff assigned to division.

3. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Extensive knowledge of principles, practices, and techniques related to the provision of emergency management services.
- Extensive knowledge of the laws, regulations, and requirements governing emergency management practices.

- Principles and practices of the National Incident Management System and the Incident Command System.
- Current office computing and software applications.
- Principles and theories of municipal government.
- Working knowledge of local government, city geography and community resources.

Skill in:
- Excellent interpersonal skills for establishing, maintaining and advancing effective working relationships and managing group dynamics.
- Excellent project management skills including budget preparation and tracking, communications and coordination with employees at all levels of the organization and with outside agencies.
- Excellent skills in planning, organizing, problem-solving, and time and task management.
- Excellent written and oral communication skills for corresponding with City employees and outside agencies; for making presentations and for providing training.
- Computer skills for utilizing a variety of software, such as word processing, spreadsheet and database software, internet-based document sharing, and internet-based polling and scheduling applications.

Ability to:
- Continually advance partnership with the Whatcom County Director of Emergency Management for effective emergency management service delivery for the City and County.
- Establish and maintain effective working relationships with a broad range of people and organizations.
- Work in a group setting with broad range of interests, overcoming conflicts to develop consensus around reasonable preparedness efforts.
- Remain calm during emergency operations, analyzing information and developing plans of action.
- Clearly communicate conditions and recommendations.
- Expand on technical skills quickly.
- Read and comprehend technical information and apply the contents to problem solving.
- Understand, interpret, and apply regulatory and security standards to procedures, and training documents.
- Maintain the absolute confidentiality of sensitive files, data and materials accessed, discussed, or observed while working with City staff and others.
- Prioritize tasks and projects, work independently being self-motivated to identify and complete tasks and projects with minimal supervision.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
    - Work extended hours and extended days of duty, during prolonged emergency/disaster incidents;
    - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
    - Near/distance visual acuity to assure ability to effectively function in an Emergency Operations Center environment,
    - Frequently communicate accurate information and ideas with others;
    - Occasionally transport components weighing up to fifty (50) pounds.

WORKING ENVIRONMENT:

The work is primarily performed in an office environment with the majority of time spent at a computer workstation. The work requires frequent attendance at offsite meetings and training sessions. The primary work location may vary over time. May be stationary for long periods of time. May perform duties outside of normal office hours to respond to City and/or County emergency management duties. Frequently drives motor vehicles to perform duties at multiple sites. May occasionally work in outside weather conditions, with minimal exposure to hazardous conditions and materials. Overnight travel to conferences and training sessions may be required. This position requires minimal to moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree from an accredited college or university with a major in Emergency Management, Public Safety, Public Administration or a related field required.
- Three (3) years of progressive work experience in emergency management, disaster planning, and business continuity planning required.
- Certification as an Emergency Manager is preferred.
- Experience working on a type 3 or higher incident management team preferred.
- Experience providing such work in an emergency response agency setting preferred.
- Experience in a leadership project manager role is preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and abilities to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire; with biennial submission of driving abstract to department per City Policy (Policy ADM 10.03.02.4).
- Ability to respond to emergencies and work evenings and weekends when required by special circumstances.

PREPARED BY: R. Christensen
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2/2014

REVIEWED BY: _____
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7/2018
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9/2020