

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Emergency Preparedness Manager	CLASS. CODE: 0410
DEPARTMENT:	Fire	FLSA: E
REPORTS TO:	Deputy Fire Chief	DATE: 7/1/2002

Job Summary:

Manages planning, preparedness, mitigation, and recovery from both natural and manmade disasters.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Develops and Manages Emergency Preparedness Program for the City of Salem.
2. Analyzes and creates effective Emergency Management plans Citywide.
3. Manages and facilitates the activities of the Emergency management Committee.
4. Schedules meetings, creates agendas and minutes for the Emergency Management Committee.
5. Prepares, equips and maintains the Emergency Operations Center.
6. Prepares, revises and maintains the City of Salem Emergency Management Plan and Annexes; and prepares, revises, and maintains the City of Salem Facility Emergency Plan.
7. Recommends policies and agreements to the Director of the City of Salem Emergency Management Plan and Annexes.
8. Manages inter-departmental resources and relationships that will be built upon during disasters.
9. Develops and conducts emergency management training for EOC staff and other personnel.
10. Coordinates and trains Emergency Management functions Citywide.
11. Exercises City Emergency Plan components on a regular basis.
12. Interface with OEMA, Marion & Polk Counties, American Red Cross, WILCAER, LEPC, Salem Hospital and other emergency resources regarding emergency management, damage assessments, recovery, mitigation, planning and operations for disaster.
13. Coordinates and manages the operations of the EOC during a disaster.

Important Job Functions

1. Prepares and administers the Emergency Preparedness budget.
2. Prepares budget for incorporation into Fire EOD budget.
3. Directs activities of HazMat Management Committee in determining the safe use and disposal of hazardous materials throughout the City.
4. Assists other City agencies in developing/updating emergency plans and policies.
5. Develops 72-hour Family Preparedness Program for City employees and the general public.
6. Facilitates and conducts recovery planning, operations, documentation and cost recovery after a disaster.
7. Establishes cost analysis for EM projects and proposals.
8. Researches and develops automated telephone alert system.
9. Assesses and develops an alternate EOC in the PW complex.
10. Attends meetings and various training seminars and conferences as required.
11. Participates as a Chair at meetings.
12. Performs other duties as required by supervisor.

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MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Any Associate's degree from an accredited college or university in emergency management or a related field; and,

Five (5) to Seven (7) years of experience in a related field; or,

A combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Oregon Certified Emergency Manager Certificate is desirable.
- Certified Emergency Manager - International Assn. Emerg. Mgrs. is desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Organizational management.
- Emergency management.
- Contemporary office practices and procedures and basic office software products.
- Accounting and budget planning.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Use a personal computer.
- Demonstrate long range planning.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain partnerships and team building with individuals, coworkers, other agencies and the public.
- Refer to policies and procedures when making decisions.
- Accept monthly review of developed programs, training, and plans to ensure compliance and capability.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods on occasion.
- Bend, kneel, or stoop.
- Lift up to 20 pounds.

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The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.