



## EMERGENCY MANAGEMENT PROGRAM MANAGER

**Department:** Emergency Management  
**Job Class #:** 266100  
**Pay Range:** Professional 09

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### GENERAL FUNCTION

This is responsible, professional management and supervisory work within the Emergency Management Division of the Emergency Management Department. An employee in this classification is responsible for the overall supervision and administration of the County's emergency planning and preparedness programs including establishing and administering County policy for emergency management mitigation, preparedness, response and recovery activities. The incumbent reports to the Director of Emergency Management, however, exercises considerable independent judgement while operating under governing rules and regulations and the Pierce County Emergency Management Plan. Work is reviewed by the Director of Emergency Management through reports, conferences and program results achieved.

### ESSENTIAL FUNCTIONS

- Represents and acts on behalf of the Emergency Management Director in their absence and at public meetings.
- Administers the daily activities of the County's emergency management program including the 24 Hour Duty Officer and the operational readiness of the Emergency Operations Center.
- Develops public information presentations and represents the department by making presentations before County directors and personnel, elected and appointed officials from cities and towns in Pierce County, businesses, schools, community groups and other organizations to promote emergency management preparedness activities and public preparedness.
- Administers the Pierce County Emergency Management Training Program which provides a broad spectrum of training for county employees, city employees, first responders, teachers, students, the general public and others.
- Establishes and maintains liaison with federal, state, and local governmental officials and agencies, businesses and industries, fire departments and other first response organizations, school districts and volunteer organizations for disaster planning, public education, response and recovery issues.
- Establishes, implements and monitors departmental goals, objectives, policies and procedures; and supervises, trains, assists and evaluates performance of subordinate staff.
- Directs and manages the general administration of the division budget.
- Acts as a Duty Officer to respond to Department of Emergency Management responsibilities during regular and non-business hours.

### OTHER JOB FUNCTIONS

- Performs other related duties as required.

### KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of emergency management law and programs.
- Knowledge of the methods and procedures involved in budget preparation and control.
- Knowledge of personnel management.
- Ability to develop and implement policies and procedures for emergency planning, emergency management training and education, and emergency preparedness.

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### **Classification Description - Pierce County**

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- Ability to provide training and speak effectively before groups.
- Ability to coordinate multi-organization emergency response and recovery programs.
- Ability to effectively plan, coordinate and monitor and evaluate the work of subordinates.
- Ability to work with various City/County officials, law enforcement agencies, fire services, business and industry, EMS providers, hospitals, and other emergency organizations.
- Ability to meet the time requirements of the position.
- Ability to meet the travel requirements of the position.
- Ability to physically perform the essential job functions of the position.

#### **RECRUITING REQUIREMENTS**

Graduation from a four-year college or university with a degree in business or public administration, communications, or a closely related field and four or more years of experience in an administrative, supervisory, and/or teaching position which includes at least two or more years of paid or volunteer experience in a recognized emergency organization. Any combination of experience/education which would clearly indicate the ability to perform the duties of the position may substitute equally for the recruiting requirements.