



Class Title: Emergency Management Technician

Pay Grade: 7

FLSA Designation: Non-Exempt

Established: 7-16

Class Summary/Primary Function

The principal function of an employee in this class is to assist the Emergency Management Coordinator in administration of the County's Emergency Management Plan by working with local agencies and organizations to prepare for disasters and emergencies through ongoing outreach, planning, training and exercising. The job includes working closely with the Local Emergency Planning Committee (LEPC), providing public outreach for disaster preparedness, providing or arranging for training exercises with County Emergency Operations Center staff, assisting in grant writing and management efforts and responding as necessary to emergency situations. The work is performed under the supervision of the Emergency Management Coordinator. The principal duties of this class are performed in a general office environment with some field work and possible exposure to outdoor weather conditions and threatening emergency situations.

Essential Duties and Responsibilities (will vary by assignment)

- Assists in administering the County's disaster response system and plan;
- Serves as liaison to oversee and work cooperatively with the LEPC Committee to represent County's interests in emergency and disaster planning and services;
- Performs public relations functions to create awareness and educate the public on issues relative to emergency services;
- Designs, prepares and/or arranges and conducts disaster training and exercises;
- Recruits, trains and performs exercises with the County Emergency Operations Center staff and others as needed;
- Participates in Emergency Operations center functions and activities during emergencies including coordinating response and recovery efforts;
- Assists in ensuring that plans, procedures, supplies and equipment are readily available for emergency situations;
- Assists in researching and writing grant applications;
- Assists with grant management efforts;
- Maintains records, documentation, and logs, including materials, tools, supplies, and equipment for emergency response;
- Attends emergency preparedness meetings, hearings, conferences and training sessions; conducts research or reads materials to maintain current on emergency management;
- Keeps immediate supervisor apprised of work activities and any specific issues that may arise;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- The National Incident Management System and the Incident Command System;
- Federal, State and local disaster laws and policies
- Local and regional first response entities and responsibilities;
- Adult instruction methodology;
- Effective public presentation and public relations skills;
- Operation of a personal computer and job-related software applications;
- Customer service procedures and techniques.

Ability to:

- Design and lead instruction classes and exercises for emergency response;
- Read, interpret, explain and apply laws, resolutions, ordinances, codes, and contracts related to emergency preparedness;
- Clearly explain County emergency operations plans' functions, policies, and procedures;
- Prepare, review, and maintain files, records, databases, and correspondence, determining content and follow-up, if required;
- Maintain detailed and accurate computerized and hard copy files;
- Communicate effectively, both orally and in writing;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials and the public;
- Prepare and conduct effective presentations for individuals and groups;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Maintain individual and transaction confidentiality;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training

- High School Diploma or GED, preferably supplemented with at least two (2) years of college; and
- Two (2) years of emergency management experience; and
- Two (2) years of adult instruction experiences; and
- Experience in grant writing and grant management is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files, observe mock or real disaster situations and respond effectively;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and provide information technology support;

- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 50 lbs. and to work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.