

**CLASS SPECIFICATION**  
**Emergency Management Program Manager**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general policy direction, develops, implements and manages bureau-wide emergency preparedness programs, including planning, training, education, response, recovery and equipping of bureau staff; coordinates emergency preparedness with other City bureaus and regional agencies; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

An Emergency Management Program Manager is responsible for developing, managing and implementing a bureau emergency management program. The incumbent provides administrative and technical management, expertise and coordination on program activities. The incumbent is expected to exercise considerable discretion in carrying out responsibilities independently and with awareness of emergency preparedness issues and sensitivities.

Emergency Management Program Manager is distinguished from other professional and management positions by the incumbents' specialization in emergency preparedness planning and program implementation/management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Develops, implements and manages an emergency preparedness program and serves as the central coordinator for a City Bureau; provides administrative and technical expertise and coordination to enable the bureau to successfully handle all emergencies; recommends adoption of and implements program policies and procedures, work objectives, goals, emergency organization structure and work schedules; reviews and updates bureau emergency management plans and documents, mutual aid agreements, needs lists and resource management documents; reviews and updates hazard assessments; develops functional emergency communications system procedures; maintains, organizes and runs an emergency operations center at an event-ready status; compiles and maintains the program budget.
2. Interprets, communicates and implements emergency-related policies and regulations to ensure bureau compliance with federal, state and local laws.

3. Develops new and innovative programs for bureau implementation; determines types of employee training needed and methods to provide training and maintain readiness; evaluates bureau infrastructure for potential hazards or vulnerabilities and develops programs to minimize disruption and hazards to the public; works to continually improve emergency preparation, response and mitigation; identifies new resources for emergency and disaster information.
4. Plans, organizes and supervises the activities of program participants; evaluates program progress and results and recommends changes to achieve bureau missions and goals.
5. Develops, conducts and evaluates emergency operations exercises in accordance with federal regulations; conducts routine tests of the emergency operations center and any other bureau emergency communications systems.
6. Oversees the inventory and maintenance of disaster kits and communication equipment; selects and administers emergency program communication technology; determines needed resources for program operations.
7. Designs, researches and selects vendors to provide employee training programs; trains and exercises emergency responders, employees and damage assessment teams as required to ensure readiness; schedules courses for various emergency management operational areas; encourages participation in federal courses and programs offered by other emergency related agencies.
8. Addresses bureau and emergency management issues and concerns for various committees, agencies and workgroups; meets with supervisors, management, bureau staff and various agencies to resolve problems; works to strengthen preparedness program relationships
9. Oversees the creation, growth and maintenance of an emergency operations center library; maintains emergency management publications; oversees compilation and maintenance of reference materials.
10. May plan, organize, direct and evaluate the performance of assigned staff; establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development; provide compensation and other rewards to recognize performance; effectively recommend disciplinary action to address performance deficiencies in accordance with City Charter, Code, human resources policies and labor contract agreements; provide leadership and participate in programs and activities that promote workplace diversity and a positive employee relations environment.

#### **OTHER DUTIES**

1. Attends emergency management training and conferences to keep current on trends and developments in the field of emergency management.
2. Assists with the development of emergency plans for regional agencies and utilities.
3. Oversees hazard-mapping projects.

4. Solicits and coordinates volunteers from employee groups and the public to provide support of the bureau's goals during emergencies; solicits and trains volunteers for support efforts in providing first aid, self rescue teams, and supporting the bureau's family service program; responsible for obtaining operators for the regional Amateur Radio Emergency Services (ARES).
5. Initiates intergovernmental agreements with other agencies that pay the bureau to develop and coordinate emergency plans and general all-hazard plans, which are written under the direct control of the incumbent.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, practices, techniques, technology and systems in the field of emergency preparedness management for a large metropolitan organization.
2. Federal, state and local laws and regulations applicable to emergency preparedness planning and hazards management.
3. Techniques for mitigating the effects of all hazards, including natural and other disasters on infrastructure specific to the bureau and on the services it provides.
4. Principles and practices of program management.
5. Resources, equipment, supplies and personnel needed to maintain operational readiness in order to be able to respond to bureau emergencies.
6. Principles and practices of public administration for budgeting, purchasing and maintenance of public records.
7. Principles and practices of effective management and supervision.
8. City and bureau human resources policies and labor contract provisions.
9. Principles and practices of sound business communication.

### **Ability to:**

1. Plan, advocate for, design, implement, manage and maintain a comprehensive bureau-wide emergency management plan.
2. Develop effective strategies for response to and mitigation of all hazards and natural disasters, such as earthquakes, flooding, windstorms, ice storms, etc., as well as of terrorist acts and other man-made disasters.

3. Effectively advocate for and enlist the cooperation of others in acquiring resources for emergency preparedness programs and activities.
4. Plan, assign, supervise and coordinate the work of professional and technical teams.
5. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
6. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
7. Understand, interpret, apply and explain relevant city, state and federal laws.
8. Prepare clear, accurate and comprehensive plans, reports and other written materials.
9. Exercise sound, expert, independent judgment within general policy guidelines.
10. Design, conduct and evaluate emergency plan exercises.
11. Operate a computer and standard business software.
12. Present information clearly, logically and persuasively.
13. Communicate effectively both orally and in writing.
14. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
15. Establish and maintain effective relationships with management, consultants, suppliers, members of other governmental agencies, employees, the public and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public administration, emergency management, fire administration, operations and logistics management or a related field; and at least five years of progressively responsible experience in developing and implementing emergency management programs; or some combination of education, training and experience that produces the requisite knowledge and abilities. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license

Other licenses, certifications, and requirements vary by assignment, but may include:

Licenses, certifications, or requirements generally recognized by professional organizations within the field of emergency management or within areas of expertise prominent in the appointing bureau

State of Oregon Emergency Management Specialist certification

Hazardous Materials Specialist certification

Current EMT Basic, Intermediate, or Paramedic certification

### **PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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### **Class History:**

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.  
This class is composed of positions from the following class(es):

0970 PROGRAM MANAGER II Adopted: 07-01-92

Revised: 04-27-05 to encompass multiple positions and bureaus

June 2009 - Change Job Class number from 7195 to 30000487, due to system change.