

## **Eastside Fire & Rescue Job Description**

Position Title: **Emergency Manager**  
Reports To: **Deputy Director/Deputy Chief**

FLSA Status: **Exempt**  
Revised: **July 2022**

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**General Summary:** The Emergency Manager works at the direction of the Deputy Director/Deputy Chief. The Emergency Manager will perform a broad range of activities in the planning and organization of all activities of the Emergency Management division. This work requires use of independent judgement regarding procedures and techniques while assuring compliance with established policies, practices, and procedures. The manager will supervise and evaluate the performance of assigned personnel.

### **Essential Job Functions – General:**

1. Coordinate, prepare, manage, and deliver emergency plans, exercises, mitigation, and recovery programs.
2. Assist with reports and presentations to EF&R partners, City Councils, City boards and commissions and other agencies.
3. Maintain cooperative working relations with the partner agencies; serves as liaison between various organizations and agencies to coordinate regional issues and programs.
4. Represent EF&R in regional emergency management committees and workgroups.
5. Assist partner agencies through the facilitation and support of emergency and disaster exercises and drills.
6. Provide subject matter expertise to partner emergency planning efforts including CEMP, Hazardous Mitigation, COOP/COG, and functional SOPs.
7. Make public education presentations to the community on Emergency Preparedness subjects.
8. Provide state and federally certified training in the Incident Command System, Emergency Operations Centers, and numerous other functional / emergency operations-based skills.
9. Provide EOC & Incident Management Support, including assisting local jurisdictions during real-life incidents to assist in coordinating disaster operations and recovery.
10. Maintain records, data, facilities, and equipment in accordance with recognized standards.
11. Collaborate on the budget; assists in developing, analyzing, and monitoring department budgets.
12. Aid and educate partner agencies on state and federally available grants to support or grow emergency management programs.
13. Manage disaster cost recovery programs, tracks, and compiles internal incident expenditures consistent with FEMA Public Assistance processes and State and Federal procurement requirements.
14. Set direction, develop programs, assign duties, and establish priorities for assigned personnel.
15. Plan, prioritize, coordinate, and oversee work programs and schedules, review work performance, mentor and coach, and evaluate assigned staff within the scope of authority in a manner conducive to proficient performance and high morale.

16. Maintain absolute confidentiality of work-related issues, client records, and Agency or partner information; performs related duties as required or assigned.
17. Support the relationship between EF&R and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and staff; enthusiastically promotes the agency's values and priorities in compliance with all policies and procedures.
18. Other duties as assigned.

**Knowledge, Skills, and Abilities:**

1. Ability to problem solve and work effectively with business owners and employees, City staff, Officials and staff of other agencies, volunteers and the general public.
2. Exceptional customer service skills and professionalism to internal and external customers.
3. Ability to effectively speak in public before diverse groups.
4. Ability to organize the responsibilities of the division.
5. Knowledge of pertinent federal, state, and local laws, codes, and regulations.
6. Learn and retain local geography and resources as they relate to emergency management planning and operations; stay abreast of emergency management requirements and standards as well as analyze and evaluate new program techniques.
7. Knowledge of National Response Plan, State of WA and King County Response plans, and National Incident Management System (NIMS).
8. Interpret and apply municipal policies and procedures and applicable laws and regulations.
9. Analyze complex administrative and operational data and issues, interpret laws and regulations, evaluate alternatives, and develop operational improvements based on findings.
10. Analyze problems, identify solutions, and recommend techniques for resolution.
11. Prepare complete, complex, comprehensive, and accurate reports.
12. Assess and prioritize multiple tasks, projects, and demands.
13. Operate a computer utilizing standard and specialized software.
14. Express ideas and communicate clearly and concisely, both orally and in writing.
15. Work cooperatively with the public and emergency response agencies.
16. Lesson planning, curriculum development, presentation methodologies, and record-keeping techniques.
17. Meet schedules and timelines.
18. Ability to establish and maintain effective working relationships with supervisor.

**Education and Experience:**

- Bachelor's Degree in Emergency Management, Public Administration, Planning, Business Management or a related field; AND
- Minimum five years experience in emergency management, emergency preparedness, homeland security, or in a related field, with at least two years of experience in a management level capacity; OR
- Equivalent combination of education, training, and experience sufficient to successfully perform the duties and responsibilities of the position.
- Experience working in an Emergency Operations Center (EOC) or Incident Management Team (IMT).
- Required to obtain and maintain a valid Washington State driver's license and a  
Emergency Manager JD

good driving record as identified in Agency policy.

Ideal candidates will also have:

- IAEM: Certification as an Emergency Manager (CEM)
- NIMS Certifications: IS 100, 200, 700, 701, 706, and 800, along with ICS 300 and 400
- NIMS Management Certifications: IS 120, 230, 235, 240, 241, 242, 244
- NIMS ICS Instructor Certification: IS 449
- Knowledge of security vulnerability assessments of critical infrastructure and key resources utilizing DHS's IP Gateway.
- Master's Degree in Emergency Management, Public Administration, Planning, Business Management or a related field.

**Physical Requirements:**

- Read a computer screen, and various reports, letters, documents, and training materials.
- Drive personal and Agency vehicles.
- Frequently communicate, express oneself, convey, converse, and exchange information with others.
- Remain in a stationary position for long periods.
- Frequent movement is necessary in an office setting, in meetings, at conferences, etc.
- Frequently ascends/descends stairs; occasionally positions self to reach high/low workspaces; occasionally kneels; seldom stoops, crouches, or crawls.
- Move, transport, and/or position, material up to 25 pounds.
- Constantly operates a computer and other office productivity machinery (e.g., calculator, copy machine, computer printer, etc.).
- Successfully pass the Agency's pre-hire background, psychological evaluation, and medical physical to include a drug screen.

**Working Conditions:**

Normally works a 40-hour week. The normal working hours are defined in a separate agreement between the employer and the employee. Work may require weekend, evening, and holiday duty for meetings or emergency recall for certain fire and disaster incidents. Work performed in the field and in an office environment and may include various meetings and conferences. Standard and financial hardware, software, and office equipment is utilized including specialized software.

**General Sign-Off:**

The employee is required to adhere to all Agency policies, regulations and procedures. The statements herein are intended to describe the general nature and levels of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment, and are subject to change at the discretion of the Agency.

I have read, understand, and agree to adhere to this explanation, conditions, and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Emp # \_\_\_\_\_