

Eastside Fire & Rescue Job Description

Position Title: **Emergency Management Analyst**
Reports To: **Deputy Director/Chief**

FLSA Status: **Non-Exempt**
Revised: **March 2022**

General Summary: The Emergency Management Analyst works at the direction of the Deputy Director/Chief, or designee. The Analyst will plan, coordinate and implement complex administrative, systems, operations, statistical and other management analysis assignments related to Emergency Management and Preparedness.

Essential Job Functions – General:

1. Assists with interdepartmental and intergovernmental programs; provides technical and administrative assistance to emergency management initiatives; develops recommendations on policies and rules.
2. Plans and organizes operational, administrative and management studies; research, organizes, compiles, summarizes and analyzes data and information for assigned special projects; develops and documents recommendations.
3. Assists with reports to EF&R partners, City Councils, City boards and commissions and other agencies.
4. Assists with preparation of the budget; assists in developing, analyzing and monitoring department budgets.
5. Reconciles data between different sources; analyzes proposed legislation and projects fiscal impacts; prepares reports on program plans and budget requests.
6. Assists with disaster cost recovery programs, tracks and compiles internal incident expenditures consistent with FEMA Public Assistance processes and State and Federal procurement requirements.
7. Researches and evaluates partner programs and develops recommendations on new regulations as necessary; analyzes current and historical administrative trends and recommends revisions or deletions as appropriate.
8. Assists in program grant management, including research of grants supporting Emergency Management programs, grant writing, and quarterly/final reporting.
9. Maintains cooperative working relations with the partner agencies; serves as liaison between various organizations and agencies to coordinate regional issues and programs.
10. Supports 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.
11. Maintains absolute confidentiality of work-related issues, client records, and Agency or partner information; performs related duties as required or assigned.
12. Position will be expected to become familiar with the core concepts of emergency management, including ICS and NIMS, and may be expected to serve in an incident command structure or EOC during internal or partner agency emergency incidents or planned events.
13. Other duties as assigned.

Knowledge, Skills, and Abilities:

1. Knowledge of organizational operations, planning, research, design, and analysis.
2. Knowledge of principles and techniques for project management and organizational development.
3. Knowledge of principles and practices of cost accounting, budgeting, grant programs, and records and contract management.
4. Knowledge of applicable state and Federal statutes, rules, codes, and regulations.
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. Use initiative and independent judgment within established procedural guidelines.
8. Analyze complex administrative and operational data and issues, interpret laws and regulations, evaluate alternatives, and develop operational improvements based on findings.
9. Analyze problems, identify solutions, and recommend techniques for resolution.
10. Prepare complete, complex, comprehensive, and accurate reports.
11. Assess and prioritize multiple tasks, projects, and demands.
12. Operate a computer utilizing standard and specialized software.
13. Interpret and apply municipal policies and procedures and applicable laws and regulations.
14. Prepare clear and concise reports.
15. Exceptional customer service skills and professionalism to internal and external customers.
16. Express ideas and communicate clearly and concisely, both orally and in writing.
17. Work cooperatively with the public and emergency response agencies.
18. Ability to establish and maintain effective working relationships with supervisor, other employees both within and external to the Agency, and the public in general.

Education and Experience:

- Bachelor's Degree in Business, Public Administration or a related field; AND two years of government operations analysis experience; OR an equivalent combination of education, training, and experience sufficient to successfully perform the duties and responsibilities of the position.
- Required to obtain and maintain a valid Washington State driver's license and a good driving record as identified in Agency policy.

Ideal candidates will also have:

- Experience working in an Emergency Operations Center (EOC) or Incident Management Team (IMT).

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 work week is defined in a separate Collective Bargaining Agreement. The work schedule may be adjusted to meet the needs of the Agency. Work may require evening, weekend, and holiday duty. Work performed in the field and in an office environment, including various meetings and conferences. Standard office equipment is utilized.

Emergency/Alternate Work Schedule: To ensure the Agency workforce is protected and to ensure the continuity of operations, the employee may be required to work an alternate work schedule in the case of an emergency (e.g., epidemic, severe weather conditions, or other emergency situations).

General Sign-Off: The employee is required to adhere to all Agency policies, regulations, procedures, and respective Collective Bargaining Agreement. 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.

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

Signature: _____ Date: _____ Emp # _____