



Cow Creek Government Office

Position Description

Position Title: Emergency Management Director

Department: Human Resources

Reports To: Risk Manager

FLSA Designation: Exempt

PURPOSE:

Coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans (Hazard Mitigation and Continuity of Government Operations) and procedures for natural (e.g., fire, floods, earthquakes), man-made (plant/business emergencies, hazardous materials spills) disasters or hostage situations. Administration and reporting of emergency management grants, budget, and spending in conjunction with the overall mission and goals.

ESSENTIAL FUNCTIONS:

- Collaborate with other officials in order to prepare and analyze damage assessments following disasters or emergencies.
- Conduct surveys to determine the types of emergency-related needs that will need to be addressed in disaster planning, or provide technical support to others conducting such surveys.
- Consult with officials of local and area governments, schools, hospitals, and other institutions in order to determine their needs and capabilities in the event of a natural disaster or other emergency.
- Coordinate disaster response or crisis management activities such as ordering evacuations, opening public shelters, and implementing special needs plans and programs.
- Design and administer emergency/disaster preparedness training courses that teach people how to effectively respond to major emergencies and disasters.
- Develop and maintain liaisons with municipalities, county departments, and similar entities in order to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of the principles of management, organization and administration of emergency management and preparedness programs and activities
- Knowledge of emergency management procedures, practices, and regulations
- Knowledge of NIMS and National Response Plan
- Knowledge of planning and implementation of emergency response plans and hazard/risk mitigation activities

- Ability to plan, direct and coordinate the delegated preparedness work assignments to key Tribal & Business staff, operational managers, directors, and vice presidents
- Ability to express ideas effectively, both orally and in writing
- Ability to serve the community with honesty and integrity
- Ability to establish and maintain effective working relationships with all operating departments and outside emergency management and response agencies

QUALIFICATION STANDARDS:

Education and Experience:

- Bachelor's Degree; supplemented with five (5) years related work experience.
- Work experience above five years may substitute for educational requirement.
- NIMS certification required.
- Experience in emergency management planning and operations.
- Incident Command System certificates as required.
- Current valid Oregon Driver's License required.

