

LINN COUNTY CLASSIFICATION

TITLE: EMERGENCY MANAGEMENT RECOVERY COORDINATOR

NUMBER: 648

APPROVAL ORDER NUMBER: 2022-070

PAY RANGE: 15

DATE: FEBRUARY 22, 2022

CATEGORY: DSA

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Coordinates recovery and mitigation activities in Linn County areas impacted by the 2020 wildfire season. This position is the lead disaster recovery management professional responsible for developing and managing Linn County's ongoing recovery efforts related to the 2020 wildfire season and delivery of programs and outcomes. This is a 36-month grant-funded position, subject to change.

SUPERVISION RECEIVED: Works under the direction and supervision of the Emergency Manager.

SUPERVISION EXERCISED: Supervision of employees is not normally a responsibility of positions in this class. May assist in coordinating emergency operations as needed.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. The Emergency Management Recovery Coordinator develops plans, makes recommendation on policies and implements or assists with implementing Linn County's disaster recovery program goals and objectives.
2. Leads and/or participates in a variety of community activities to help develop recovery plans and mitigation efforts.
3. Develops and maintains a variety of administrative documents related to grant plans/applications, service provider contracts, procedural guidelines and requests for quotes.
4. Analyzes, reviews and develops administrative and program functions to ensure the effectiveness of recovery efforts.
5. Serves as a liaison with constituents and external agencies; represents the County's emergency management program at a variety of meetings and community events.
6. Prepares and delivers presentations on recovery and mitigation efforts to a variety of community groups and local municipalities.
7. Assist other law enforcement and fire agencies in Linn County, as well as surrounding counties, in times of emergency by providing advice and assistance in obtaining personnel and equipment as needed.
8. Assist the Emergency Manager in supervising and maintaining the Emergency Operating Center during times of emergency such as wind, ice, wildfires, snowstorms and floods.

9. Attends lectures, seminars and training sessions that pertain to emergency management and make training available.
10. Plan, develop and coordinate disaster recovery activities. Assist with planning, developing and coordinating a regional County and city hazard mitigation program.
11. Assist in maintaining Linn County's Emergency Operation Plan as related to recovery efforts.
12. Participate in and build on lessons learned from after-action reviews. Develop areas for improvement.
13. Develop and maintain effective, harmonious and reasonable work relationships with others.
14. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of various duties, responsibilities and/or assignments of this position may change from time to time upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Must have knowledge of emergency management principles. Experience with public communication and policy writing. Experience with drafting and editing reports, procedures and memos. Strong skills in writing and public speaking.

Skills and abilities to coordinate recovery efforts. Devise methods, procedures and policies relevant to emergency/disaster mitigation. Gather, assemble, analyze and evaluate facts and make sound recommendations. Communicate clearly and concisely, both orally and in writing. Must be able to speak before groups. Understand, interpret and apply legislation, rules and regulations. Establish and maintain effective working relationships. Adjust to changing priorities and work well under pressure. Make decisions independently and use initiative and judgement in carrying out duties and responsibilities.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a two-year college with an Associate degree is preferable. Additional specialized training in emergency management is desirable and two years of increasingly responsible experience in emergency management or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must possess and maintain a valid basic First Aid and CPR card.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both indoors and outdoors in all weather conditions. Work requirements include the ability to see, talk and hear; sit and stand; walk, bend, stoop and drive a motor vehicle; use hands to finger, handle or operate objects, tools or controls and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.