**Class Summary**

The responsibilities of this classification include assisting in the coordination of activities in support of the County’s Emergency Management Program. Incumbents work independently performing limited analytical, planning, and coordination duties, and work as part of a team assisting higher-level staff with routine preparedness and operations pieces of the Comprehensive Emergency Management Plan. The County’s Emergency Management Program includes preparedness and operations activities in mission areas of prevention, protection, mitigation, response, and recovery.

**Distinguishing Characteristics**

This is the first level within a four-level series. The EMP Assistant is distinguished from the EMP Coordinator in that the EMP Coordinator performs moderately complex analysis and research work, and acts as a Duty Officer.

This classification is distinguished from the Project/Program Manager and Special Projects Manager broad classification series in that the Emergency Management Program classification series’ primary job functions are County Emergency Management Program coordination, program development, execution, and evaluation.

**Examples of Duties**

1. Participate in the development of emergency management projects and programs.
2. Assist in the writing and coordination of the County’s Comprehensive Emergency Management Plan and other related prevention, protection, response, mitigation, and recovery plans.
3. Assist with contracts and grants, draft or prepare routine correspondence and project/program reports; may individually coordinate less complex grants or contracts.
4. Participate in the development of disaster management training programs, courses, and preparedness presentations.
5. Assist and participate in Emergency Operations Center (EOC) operational readiness activities including training and exercises; assist with the preparation of exercise materials; and participate as a simulator during exercises.
6. Assist in the development of public education materials and delivery of the public education program.
7. Participate on and provide administrative support for legislative and/or executive mandated committees.
8. Participate in Emergency Operations Center activations.
9. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of current emergency management principles and practices, and federal, state, and county laws and regulations pertaining to emergency management

Knowledge of current principles and practices in project management, project cost accounting, and grants and contract management

Skill in researching, gathering, analyzing, and synthesizing data

Skill in planning, organizing, and time management

Skill in presenting statistical and narrative information to non-technical audiences

Skill in handling multiple competing priorities within tight timelines

Skill in working in a political environment

Skill in communicating orally and in writing, including making presentations

Skill in negotiating, problem-solving, and decision making

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Possession of a Valid Washington State Driver’s License

Passing a thorough background check/investigation

Position requires serving in the Emergency Operations Center (EOC) in an operational capacity or at other locations as may be assigned during exercises, emergencies, or disasters

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | EMP Assistant, EMP Coordinator, EMP Manager, and EMP Senior Manager |
| **Class History** | 02/2007 – Created12/2007 – Changed font and format02/2023 – Updated content |