**Class Summary**

The responsibilities of this classification include managing complex programs and projects utilizing a high degree of technical and emergency management expertise in support of the County’s Emergency Management Program. Incumbents may lead multi-disciplinary teams on a regular and/or project basis. The County’s Emergency Management Program includes preparedness and operations activities in the mission areas of prevention, protection, mitigation, response, and recovery.

**Distinguishing Characteristics**

This is the third level within a four-level series. The EMP Manager is distinguished from the EMP Senior Manager in that the EMP Senior Manager is responsible for developing policy for high-level initiatives and legislative issues, managing special projects or enterprise efforts, and also may supervise staff. Additionally, EMP Senior Managers are members of the Office of Emergency Management (OEM) management team.

**Examples of Duties**

*In addition to the duties of the lower level classifications within the EMP series, the EMP Manager will:*

1. Manage, develop and administer multiple emergency management programs; prepare complex components of the County’s Comprehensive Emergency Management Plan and other related prevention, protection, response, mitigation, and recovery plans; manage contracts and grants, including preparing final reports.
2. Manage and participate in Emergency Operations Center (EOC) operational readiness activities, including writing procedures and coordinating equipment maintenance, training, and exercises. Manage a volunteer group through the King County Emergency Worker program.
3. Develop a regional emergency exercise program. Lead and/or participate in the design of disaster response and recovery exercises, including regional efforts that are both multi-discipline and multi-jurisdictional; facilitate an after-action review and write final report.
4. Lead and participate in designing training for new equipment and services.
5. Develop and recommend legislative and other policy actions; recommend and implement modifications or revisions in EM policies and procedures.
6. Develop, promote, and deliver disaster education programs; facilitate citizen groups and coordinate with regional partners; develop disaster preparedness materials.
7. Provide leadership and facilitation to various emergency management and public safety committees; participate as a member of multiple committees.
8. Lead staff on an ongoing or project basis. Perform lead duties such as assigning, scheduling, coordinating, and reviewing work; provide performance evaluation input; serve as a mentor to other staff; and participate in hiring and training new employees.
9. During Emergency Operations Center activations, lead personnel from other county and non-county agencies in the coordination of emergency operations activities.
10. Perform other duties as assigned.

**Knowledge/Skills**

Advanced 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 and program management, project cost accounting, and grants and contract management

Knowledge of existing human resource and lead/supervision principles, techniques, and practices

Skill in communicating orally and in writing, including making formal presentations

Skill in designing and developing educational materials used to market new programs and services

Skill in training employees and ensuring consistency of work performed at multiple locations

Skill in facilitation, negotiating, problem-solving, and decision making

Skill in researching, gathering, analyzing, and synthesizing data; skill in paper and report writing

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 and during high-pressure situations

Skill in working with decision-makers in a political environment

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 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** | Exempt (Administrative) |
| **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 – Created  12/2007 – Changed font and format  10/2014 – Changed wording to allow inclusion of 9-1-1 Center program manager positions  02/2023 – Updated content |
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