**Class Summary**

The responsibilities of this classification include developing policy for high-level initiatives and legislative issues and ensuring the King County Emergency Operations Center (EOC) operational readiness. Incumbents will work with the management team and staff to establish, prioritize, and implement goals, objectives, and performance measures. 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 fourth level within a four-level series. In the EMP Senior Manager classification, incumbents may supervise emergency management staff and assume leadership roles during Emergency Operations Center (EOC) activations. Incumbents in this classification will be a member 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 Senior Manager will:*

1. Serve as emergency management policy/program analyst to the Director and Deputy Director of the Office of Emergency Management.
2. Serve as alternate EOC Manager during EOC activations.
3. Manage special projects with high visibility and executive-level policy implications.
4. Lead or participate in county enterprise policy development.
5. Supervise emergency management staff on a project basis, ensuring adherence to timelines and production of deliverables.
6. Develop and negotiate service level agreements (SLAs) with other jurisdictions or county agencies.
7. 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

Advanced 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’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** | 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 – Created12/2007 – Changed font and format02/2023 – Updated content |