

CITY OF BEAVERTON
Emergency Management Program Specialist

General Summary

Manage various projects and activities within the Emergency Management program, including a variety of administrative activities.

Key Distinguishing Duties

Manage operational activities of Emergency Management programs; assist with strategic planning activities.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Manage program activities including marketing, outreach and communications with internal and external leaders and members. Research, analyze and recommend outreach strategies and opportunities. Recommend and implement program and policy improvements.
2. Participate in the employee orientation to deliver Emergency Management information and materials.
3. Research potential grant sources. Assist in preparation of grant proposals. Monitor grant goals to ensure compliance with grant standards and reporting requirements are met.
4. Assist in developing and monitoring program budget.
5. Provide a variety of fiscal services, such as accounts payable, accounts receivable, budget monitoring, payroll timekeeping, purchase ordering, reconciling assigned contract files and maintaining inventory.
6. Serve as liaison between groups as required. Attend and facilitate meetings. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
7. Develop and produce educational materials, training, public involvement activities and events. Create and disseminate materials such as brochures, posters, fliers, advertisements, press releases, and email/web materials.
8. Coordinate and perform operational activities in support of program activities. Develop, format and maintain electronic information including databases.

9. Plan and implement events including obtaining necessary items, set up, take down and follow up with personnel and vendors.
10. Manage volunteers and temporary help as necessary, including participation in the hiring process and training.
11. Maintain department internal/external website.
12. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Prepare reports and recommendations.
13. Participate in division and section operational processes including procedure development and implementation.
14. Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Follow standards as outlined in the Employee Handbook.
18. Produce an acceptable quantity and quality of work that is completed within established timelines.
19. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.
2. Research and administer grants.

Knowledge Required

- ◆ Working knowledge of procedures, practices and principles of volunteer management, education and training.
- ◆ Working knowledge of the laws and regulations governing emergency management programs.
- ◆ Working knowledge of public/business administration practices and decision-making.
- ◆ Working knowledge of principles and practices of outreach, public relations and marketing.
- ◆ Working knowledge of administrative support functions.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Working knowledge of administrative support activities.

- ◆ Basic understanding of strategic planning methods with an emphasis on services related to emergency preparedness, mitigation, response and recovery.
- ◆ Basic knowledge of the laws and regulations governing Homeland Security grant programs.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of English grammar, spelling, and arithmetic.

Skills/Abilities Required

- ◆ Advanced ability to establish and maintain effective working relationships with diverse employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply excellent internal and external customer service skills including customer problem resolution.
- ◆ Strong ability to organize and prioritize workload and projects.
- ◆ Strong ability to facilitate group processes and build consensus.
- ◆ Strong ability to perform analysis, draw conclusions and provide preliminary analytical reports.
- ◆ Strong ability to determine appropriate responses, resources, and staff necessary to resolve situations in a professional and successful manner including the ability to know what to refer to another position.
- ◆ Strong ability to participate on a team focused on producing high quality results.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Strong ability to make presentations.
- ◆ Ability to successfully monitor the operations and budget of a section.
- ◆ Advanced ability to use a word processing, spreadsheet programs, graphics design or other application software as required for position.
- ◆ Strong ability to use general office equipment.

Minimum Qualifications Required for Entry

Bachelor's degree in public and/or business administration, or a related field and two years progressively responsible experience in a customer driven professional environment including one year experience in program coordination with emphasis on outreach to and working with public and citizen groups/committees required; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; daily standing for prolonged periods; weekly lifting, moving and carrying of objects 20-40 pounds; weekly crouching, crawling, bending, kneeling, reaching; occasional attendance at meetings or

activities outside of normal working hours. Occasional operation of a motor vehicle on public roads.

Classification History

Classification created: 1/1/12

Status: SEIU
FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date