



Emergency Management Assistant

Job Description

Department: Sheriff
Position: Career Service
Grade: 720
Supervisory: No
Reports to: Sergeant - Enforcement

Summary

Under general guidance and direction of a Sergeant - Enforcement, performs a full range of professional emergency management, planning, and homeland security functions of moderate to complex difficulty. Incumbents serving in this classification must be able to work with minimal supervision and are responsible for municipal liaison support services, policy development and implementation, and special projects.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist and coordinate with COVID-19-specific response, vaccination, and planning needs; act as liaison to assigned areas of responsibility related to the COVID-19 pandemic.
2. Research current industry standards and technology and evaluate organizational needs; recommend improvements and develop strategies for implementation.
3. Assist in review of other planning staff's work for purposes of compliance and continuity, as requested or as considered necessary by the Sergeant – Enforcement, Emergency Management.
4. Represent Utah County Emergency Management at task forces, committees, work groups, and other meetings.
5. Support the development of emergency management and homeland security policies, programs, and plans relating to COVID-19.
6. Assist local officials with designing emergency-action plans; attend meetings, review plans, and coordinate efforts of various agencies in plan design using effective management techniques; assist with preparation of plan amendments.
7. Prepare COVID-19-related disaster plans to identify areas particularly vulnerable to COVID-19; observe areas, as needed.
8. Prevent and mitigate injury and damage caused by emergencies and/or disasters; apply established emergency preparedness planning and written action plans.
9. Provide prompt and effective response to, and recovery from, emergencies and/or disasters using emergency procedures and techniques.

For Office Use Only

Job Code: 3491
Job Title: Emergency Management Assistant
FLSA: Non-Exempt
Effective Date: 5/25/2023
Public Safety: No

Worker's Compensation: County
Background Level: Civilian
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

10. Coordinate hazard mitigation staff personnel in preventive and preparedness measures designed to eliminate or reduce natural or man-made disasters using established emergency procedures and protocols.
11. Under direction of the Sergeant – Enforcement, Emergency Management, respond to emergency situations to provide the necessary coordination of emergency management needs using established emergency protocols and County policies.
12. Coordinate the use of County resources and document such activities to compile legal records that meet federal, state and county guidelines, using Federal and Utah County policy & procedures.
13. Develop and update checklists for all disaster specialists as outlined in the Utah County Emergency Management Plan.
14. Prepare readiness of the Utah County EOC in terms of form retrieval, critical infrastructure status boards, report generation, and hazard assessments.
15. Function as an emergency management team member during exercises, actual emergencies, and crisis situations.
16. Interpret client agency development related ordinances and procedures, in association with the review of target-hazard development applications and in response to inquiries from the general public.
17. Function as the inter-/intra-agency coordinator for assigned programs and projects.
18. Function as spokesperson for all facets of assigned programs and projects.
19. Promote a high level of customer service and good public relations.
20. Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of the objectives, principles and practices of emergency planning, emergency management, and homeland security concepts
- Knowledge of local government agency obligations under the National Response Plan, NIMS, ICS, HSEEP, CSEPP and the National Contingency Plan
- Knowledge of word processing and database management
- Knowledge of geographical and other personal and mainframe computer-based applications
- Skilled in written and verbal communication
- Skilled in personal organization and workload management
- Skilled in public speaking with extensive platform presentation experience
- Ability to learn and consistently interpret complex regulations
- Ability to collect, organize, and analyze information; and convert it into clear and concise technical reports and/or emergency response pre-plans
- Ability to work effectively with County and outside agency staff
- Ability to respond to aggressive media representatives in stressful emergency environments without becoming unreasonably flustered or distracted
- Ability to employ sound judgment

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- Ability to analyze situations quickly and objectively while determining the proper course of action, under emergency conditions
- Ability to cope with emergency situations firmly, courteously, and tactfully
- Ability to make decisions under extreme pressure, adverse conditions and weather
- Ability to establish and maintain effective working relationships with those contacted during the course of work activities
- Ability to work effectively during stressful situations, including long shift work during a disaster or major public emergency
- Ability to meet expected deadlines and attain measurable results as defined by the Sergeant – Enforcement, Emergency Manager

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

This job operates in a professional office environment but may be performed for sustained periods outdoors and in all weather conditions, including in adverse conditions during drills and/or disasters. Work may expose the incumbent to contagious or infectious diseases, hazardous chemicals, fumes, and noxious odors, and may require use of protective devices, such as chemical protection clothing and tools. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee must be able to pass a baseline medical fitness examination and maintain a sufficient level of personal health and fitness for medical clearance to wear and work in chemical protective clothing and equipment. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

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Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Preferred Education and Experience

1. Preference may be given to applicants with a bachelor's degree in Planning, Urban Design, Environmental Science, Public Health, Geography, Emergency Management, Public Administration, Political Science, or another related field.
2. Preference may be given to applicants with two (2) years of experience in emergency planning and management, environmental health and safety, emergency response, and/or community planning.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants must be able to pass a baseline medical fitness examination and maintain a sufficient level of personal health and fitness for medical clearance to wear and work in chemical protective equipment and clothing.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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