

JOB OPPORTUNITY - CLACKAMAS COUNTY
Emergency Management Assistant Director - Job Requisition #: 100986
On-line Application must be submitted by Close Date: 01/22/2008 11:59 p.m.

JOB INTRODUCTION

Clackamas County Department of Emergency Management is seeking an Emergency Management Assistant Director who is a strong, energetic and strategic leader with management experience and a proven track record in a multi-jurisdictional environment.

The ideal candidate will have significant experience in Emergency Management, Homeland Security and emergency preparedness arena developing and implementing effective response and recovery programs from natural and technological disasters.

Candidates will have superior communication and interpersonal skills with an ability to quickly build positive working relationships and garner the respect of a wide variety of stakeholders including elected officials, city managers, law enforcement and fire agencies, finance directors, technology professionals and external partners at the local, regional, state and national level.

The successful candidate will have experience in building consensus in an environment which is highly participatory and involves multi-jurisdictional, advisory and decision making groups.

The chosen candidate must be available for 24 hour on-call response, either on or off scene as well as ability to travel to meetings and training with some overnight stays. Candidates considered for hire will be required to successfully pass an extensive background investigation, possess a valid driver's license and maintain a safe and acceptable driving record throughout their employment.

The Emergency Management Assistant Director works with the Director to coordinate, plan, practice, and respond to major emergencies and terrorist incidents in Clackamas County. Responsibilities include obtaining and administering grants; planning and coordinating with regional partners; performing tasks related to prevention, training, response and recovery for major emergency, and terrorist incidents; and providing emergency management-related support to county departments, other public jurisdictions and non-profit and private organizations throughout the County. The Emergency Management Assistant Director assumes responsibility for the department in the absence of the Director.

IMPORTANT NOTE: This position closes on Tuesday, January 22, 2008. The Emergency Management Director will review all candidate resumes the week of January 23 - 31. A select number of candidates will be invited to participate in panel interviews on Friday, February 15, 2008. Please note the interview date and reserve time on your calendar for a possible interview. Candidates will be notified after January 31, 2008 by email and/or by phone if they are invited to the first panel interview.

PAY INFORMATION

EMERGENCY MANAGEMENT ASSISTANT DIRECTOR

Classified as Homeland Security Assistant Director (Classification No. 931)

Salary Grade: Non-Represented, Group 1 (unclassified service) NRP 32

MONTHLY SALARY (Pay range under review)

\$6,114.83 - \$8,255.00 plus 6.27% Deferred Compensation and other excellent benefits. Job Offers are typically made in the low to mid-range of the salary based on applicant qualifications.

ABOUT THE DEPARTMENT

The Department of Emergency Management, administered by the Board of County Commissioners, provides direction, planning, organization, and coordination with other jurisdictions and agencies for County-wide emergency and disaster management. The mission of the department is to minimize the impact of disaster on communities throughout Clackamas County. The Department accomplishes this mission through all-hazard identification, mitigation, preparation, response and recovery programs. It also oversees the Emergency Operations Center, which provides critical direction and coordination throughout the County during emergencies.

RESPONSIBILITIES

1. Primary role in the development and implementation of new and revised department and county-wide policies; conducts needs and capabilities assessments; identifies opportunities for improving service delivery; participates in the preparation of annual program plans; ensures provision of services is in compliance with Federal and State statutes, rules, regulations, County policies and the County's Business Plan; participates in local and regional task forces and committees; gives presentations; conducts training.
2. Hires and directs department staff to provide quality service to citizens and County staff; prepares performance evaluations; administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments, cities and special districts.
3. Participates in the development of annual and supplemental budgets and the monitoring of revenues and expenditures.
4. Participates in developing appropriate plans, standard operating procedures and planning guidance for all county departments; develops and evaluates emergency management operations and activities; develops homeland security prevention and response plans; procures and administers state and federal grant funds.
5. Establishes schedules and methods for planning, training, development and testing of major emergency and anti-terrorism response actions throughout Clackamas County, including other jurisdictions, non-profit, and private sector agencies and organizations; implements policies and procedures.
6. Prepares and recommends adoption of intergovernmental agreements, mutual aid agreements, and letters of understanding with other public jurisdictions, special districts, and private organizations for emergency response; prepares and recommends adoption of ordinances necessary to implement emergency management and homeland security plans.
7. Participates in the preparation of program papers and applications for federal and state funds; provides coordination of agency reporting on grants; provides status reports to the State within required deadlines.
8. Implements and coordinates comprehensive training activities and exercises for those involved in emergency management and homeland security including the Emergency Operations Center, anti-terrorism planning, terrorism response, bio-terrorism, weapons of mass destruction and other related activities.
9. Monitors legislative and administrative actions which affect County homeland security and emergency management, analyzes policy and makes recommendations for County needs in development of legislation.
10. Assists in establishing and maintaining an incident command management structure; coordinates and facilitates operations in the Emergency Operations Center during an emergency; acting under the direction of, or in the absence of, the Emergency Management Director, deploys County Departments during emergency or local terrorism events; requires emergency services of any county employee as deemed necessary in the case of an emergency or homeland security incident; prepares and communicates emergency information and announcements to officials, the public and the media.

QUALIFICATIONS

WORKING KNOWLEDGE OF: Federal, state and local laws and regulations affecting emergency response and terrorism prevention and response, in particular, the Federal Homeland Security Advisory System; nuclear, chemical, and biological warfare and weapons of mass destruction; issues affecting cyber security; emergency management and incident command system principles and practices; management principles and practices; emergency management resources and resource agencies; group dynamics; planning techniques and program forecasting; budget preparation and monitoring; methods of developing and delivering training programs; supervisory techniques.

SKILL TO: Develop, implement and monitor a comprehensive emergency management and homeland security program including the ability to adjust quickly to changes in the level of Terrorist Threat conditions; coordinate activities and responsibilities with representatives of County departments, private agencies and local, state and federal governments; identify and analyze hazards, risks, capabilities, populations at risk, etc.; communicate effectively, both orally and in writing; coordinate and facilitate the work of volunteers; gather, assemble, analyze and evaluate facts and make sound recommendations; encourage cooperative working relationships; interpret and apply applicable federal, state and local laws, rules and regulations regarding emergency management and homeland security; establish and maintain cooperative working relationships with officials of government agencies, other County employees, private agencies, the public, and the media; develop communication strategies to deliver information to local fire and law enforcement agencies, government officials, communication centers and others with an awareness of the varying levels of confidentiality assigned to said information.

OTHER REQUIREMENTS

Must be available for 24 hour on-call response, either on or off scene, and in event of Emergency Operations Center activation. Must successfully pass an extensive background investigation. Must be able to travel to meetings and attend trainings that may require overnight stays. Possession of a valid driver's license. Incumbent must possess and maintain a safe and acceptable driving record throughout the course of employment.

HOW TO APPLY

NOTE: ONLY ON-LINE APPLICATIONS ARE ACCEPTED FOR THIS POSITION.

HELPFUL INFORMATION:

For additional information on how much time you should allow and what information you will need to have available before applying on-line, please review the FAQ link on the Applicant Home Page before starting your on-line application.

BASIS OF RATING

Thank you for your interest in employment with Clackamas County. This position will require applicants complete both the on-line application as well as submit a cover letter and resume for a competitive screening. To receive consideration, please complete the following steps:

1. Submit the on-line application. This will identify you as an interested candidate in our application system.
2. Submit a letter of interest and current resume. Your resume must include your employment history by chronological date, including any gaps in employment. Your letter of interest should describe your interest in this position and relate how your professional work experience qualifies you for the position as described in the employment posting.
3. Cover letters and resumes may be emailed to: jobs@co.clackamas.or.us or faxed to: (503) 742-5468. Please list job title on your cover letter.
4. Following the closing date, resumes will be screened by the Department Director or other key stakeholders involved in the selection for this position. The most qualified candidates will be invited to participate in preliminary interviews. The pool of candidates will be reduced to a smaller number for secondary and/or final selection interviews.
5. Reference checks and background reviews will be conducted on finalist(s) under consideration for employment.

All finalists must pass a thorough and comprehensive background investigation. Candidates invited to interview will be mailed a Statement of Personal History (SPH). We encourage applicants to look at the SPH: http://www.clackamas911.org/07_PRINTED_FORMS/SPH%20C-Com%202007. The form and the subsequent background investigation will investigate your life including credit information, criminal records and any illegal drug use. *If requested by an applicant, Clackamas

County, to the extent allowed by Oregon Revised Statutes (ORS 192.502(2) and (4)), will treat candidate applications as confidential and exempt from public disclosure up to and until the selection of the final 2-3 candidates, at which time the names of those individuals will be released. If you would like to have your application remain confidential, please indicate your desire for confidentiality on your letter of interest and resume.

BENEFITS

Clackamas County provides a comprehensive benefits package which includes health, dental, life and disability insurances. Medical and Dental plans cover the employee and all eligible dependents (including spouse/domestic partner and/or children). The County also provides disability insurance and an employee assistance program. Optional plans to increase disability or life insurances, or buy long-term care insurance are available. Most employees are eligible to start most benefits after two months of continuous employment.

Generous leave plans which include vacation, sick and holiday time are available to new employees. The County also rewards our long-term employees with a longevity pay system.

Planning for retirement is important. The County participates in Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP). After six (6) months of employment in a PERS or OPSRP covered position, the County will make contributions to the retirement fund and to the individual account program (6% Employer pickup) as allowed by law. PERS applies to employees hired before August 29, 2003. The County also participates in an employer-paid retirement savings program and contributes 6.27% of base salary. You may defer additional income in this retirement savings program.

This summary is general in nature. Specific terms of benefits are contained in insurance policies, the Personnel Ordinance, County Employment Policies and Practices and the appropriate collective bargaining agreement.

Please make a note of the group this position falls under (you will find this information at the top of this section next to the pay information), then visit the County's main website to review the detailed benefits facts sheet.

http://www.clackamas.us/docs/des/nrep_ft.pdf

Clackamas County is in a prime location in the Portland, Oregon metropolitan area and is recognized nationally as one of the most livable areas in the United States. Located on the southern edge of the City of Portland and extending to the top of Mt. Hood, Clackamas County is part of a thriving region in the Northwest. It has a population of about 370,000 citizens.

The area has the advantages of being close to a major metropolitan area as well as having significant natural areas. Urban amenities include lively music, dining, shopping, sports, museums, theater, dance, universities and colleges, and much more. Oregon is world-renowned for its seafood, fresh produce, mushrooms, berries, hazelnuts, micro-brews and wines.

You will find thousands of outdoor adventures here. Mt. Hood's year round snow allows you to ski or ride in the morning and golf in the afternoon. Pitch your tent in one of many campgrounds and cast your fishing line in a nearby lake or river. White-water rafting, bird watching, hiking, canoeing, climbing and bicycling are just a few of the adventures awaiting you and your family. Within a few hours drive are many gorgeous areas including the Pacific Ocean, Columbia River Gorge, the Cascade Range with its numerous snow-covered volcanoes, and the Central Oregon desert. Clackamas County is a wonderful place to live and work.

Clackamas County government provides a wide range of services to its citizens including law enforcement, prosecution of crimes, property assessment and tax collection, human services (mental health, public health, social services, etc.) transportation and development, parks and recreation, public utilities, libraries, juvenile services, 9-1-1 emergency communications and many other services. Clackamas County has an annual general county budget of about \$586 million. The County has additional budgets for the Development Agency, North Clackamas Parks District, Law Enforcement, Wastewater Service Districts and Treatment Districts. As an organization Clackamas County is recognized and respected throughout Oregon and the nation for its innovative programs.

Three Commissioners elected at large to four-year terms govern Clackamas County. The County Administrator, a professional manager appointed by the Board of County Commissioners, manages the County. The County has five other elected officials and 13 departments managed by appointed department directors. The County also has eight different collective bargaining groups representing most employees in the workforce, except managers, supervisors and confidential employees.

EQUAL EMPLOYMENT OPPORTUNITY

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job. If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and will be requesting accommodation, the request must be made to the Department of Employee Services no later than the closing date.

APPLICATION PROCESS

Only on-line applications are accepted for this position. Sorry, we are unable to accept emailed, faxed or hard copy applications. A fully completed Clackamas County On-line Employment Application must be received electronically by the Department of Employee Services, NO LATER THAN 11:59 PM (PST) ON THE CLOSING DATE.

DISCLAIMER:

Please do not wait to electronically submit your application on the close date since this recruitment and other recruitments may be closing on this date, and system delays or malfunctions may occur. Your on-line application must be submitted no later than 11:59 pm (PST) on the closing date, otherwise our system will not accept it. Clackamas County is not responsible or in any way liable for any computer hardware or software malfunction which may affect your employment application or the applicant selection process.

Clackamas County is not responsible for the verification of data provided and shall not be liable for any errors, factual, transcription, or otherwise, contained in the information posted.