

**PLUMAS COUNTY OFFICE OF EMERGENCY SERVICES – OES MANAGER**

**DEFINITION**

Under direction, plans, coordinates, and implements County-wide public health emergency preparedness and supports Public Health Agency’s hospital preparedness programs and activities, including emergency preparedness, disaster and emergency response, and post-emergency functions; coordinates program activities with County departments and external agencies; designs and implements emergency preparedness trainings, exercises, and drills; and performs related duties as assigned. This is an on-call position.

During disasters or large-scale incidents, the Plumas County OES coordinates the overall response through the Emergency Operations Center (EOC). When activated, the EOC provides a central location for responding and supporting agencies to collaborate response and recovery efforts to effectively and efficiently provide information and deploy resources.

**DISTINGUISHING CHARACTERISTICS**

This classification is responsible for independently performing professional duties in coordination of the County’s public health emergency preparedness and response activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of OES mandates.

**REPORTS TO**

County Administrative Officer and Board of Supervisors through the Director of Risk Management & Safety

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Lead role in coordinating with other positions related to emergency preparedness activities. Directs. Directs Emergency Operations Center staffing when EOC is activated.

**EXAMPLES OF DUTIES**

*Typical functions may include any of the following tasks, knowledge, abilities, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks. Coordinates with Public Health Agency staff OES functions.*

- Develops, coordinates, and maintains public health emergency preparedness and supports Public Health Agency hospital preparedness programs in accordance with federal, state, and local requirements.
- Coordinates with staff to develop, implement, and maintain public health emergency response plans, manuals, and standard operating procedures utilizing regulatory guidelines and requirements; ensures plans are integrated with the emergency response plans of other local agencies.
- Assists in developing annual and multi-year plans and budgets for assigned program(s); maintains fiscal records; monitors expenditures to ensure that spending is within budgeted limitations.
- Evaluates program effectiveness; recommends procedural changes to enhance program effectiveness and implements management directives.
- Coordinates various activities in the ongoing administration of the program including, but not limited to, drills, preparedness exercises and training for staff to ensure they are sufficiently prepared for emergency response operations; serves in a liaison capacity with other agencies during emergency operations.
- Serves as liaison to community consortiums, coalitions, and committees; facilitates meetings; schedules trainings and drills; advises groups on and accounts for program activities; determines strategies to expand and strengthen current partner and memberships.
- Assists Health Care Coalition (HCC) partners with emergency planning and disaster management; supports coalition members with supply requests according to budget requirements.
- Provides Incident Command (IC) support as department operations center manager; coordinates with command staff to address planning needs during a qualifying event; provides technical assistance to department staff related to roles and responsibilities during an emergency response.
- Coordinates ICS training and maintains tracking system of County staff participation and ICS certificates.
- Engages with diverse stakeholders to ensure public health emergency preparedness and response activities are inclusive and representative of culturally, socially, and economically diverse populations.
- Performs research and analysis related to emergency preparedness and response; prepares technical reports to interpret data, identify alternatives, and make and justify recommendations.
- Directs the maintenance of and/or maintains accurate records and files; prepares reports, correspondence, and a variety of written materials.

**EXAMPLES OF DUTIES, continued**

- Provides technical and functional direction to assigned staff on projects or during an emergency event; oversees work activities to ensure they are conducted properly; provides training on program operations; provides information to management on staff performance.
- Networks with peers in other organizations to exchange and share information, tools, and best practices in the assigned program areas; makes recommendations to management on the adoption and implementation of current best practices.
- Performs related duties as assigned.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Operations and services and best practices of comprehensive public health emergency preparedness programs.
- Principles of program planning, implementation, and evaluation.
- Program logistics with respect to service delivery.
- Principles and practices of legal, ethical, and professional rules of conduct.
- Basic principles of budget monitoring and reporting.
- Principles and lead direction and training.
- Community demographics including socioeconomic and cultural factors.
- Principles and practices of grant administration.
- Principles of emergency preparedness and response.
- Methods and techniques of assessing training needs and evaluating program effectiveness including those related to multiple methods of adult learning and education.
- County, department, and program-specific policies and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Current trends and issues as they relate to public health emergency preparedness and response.
- Existing supply chains and alternate means of acquisition of supplies and personnel.
- Business mathematics.
- Research methods and data analysis.
- Principles and practices of record keeping.
- Principles and practices of business correspondence and technical report writing.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability To:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards for assigned programs.
- Prepare draft program policies and procedures for management approval.
- Chair and/or facilitate a diverse range of meetings with department staff and external coalitions with the goal of evaluating program effectiveness relative to goals and objectives and strategically determining options for any corrective measures needed.
- Coordinate services with internal departments, community organizations and other government agencies.
- Perform quantitative and qualitative analyses to evaluate assigned projects, programs, and activities.
- Establish program standards and evaluate performance.
- Prepare and conduct a variety of training programs, exercises, and drills related to emergency and disaster preparedness.
- Prepare statistical and narrative reports, presentations, and other written materials.
- Plan, assign and review the work of staff on a project basis.
- Remain calm, appropriately respond, and provide direction during emergency events.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain accurate records and files.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**TYPICAL PHYSICAL REQUIREMENTS**

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push and pull drawers.

**TYPICAL PHYSICAL REQUIREMENTS, continued**

open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 50 pounds.

- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

**Field Environment:**

- Mobility to work in changing site conditions; to sit, stand and walk on level, uneven or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders and to operate a motor vehicle and visit various County sites.
- Strength and stamina to perform light to medium physical work; lift, carry, push and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to inspect site conditions and work in progress.
- Fieldwork requires frequent walking in operational areas to identify and respond to emergency situations or hazards, with exposure to hazardous materials in some site locations.

**WORKING CONDITIONS**

- Office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.
- Also includes field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, and biologic and infectious agents.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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**Training, Education and Experience:**

Bachelor's degree from an accredited college or university with major coursework in healthcare management, social sciences, public health, public administration, or a related field is preferred.

Three (3) years of increasingly responsible experience planning and executing emergency preparedness activities.

\*\*\*Education may be substituted for years of experience in the preferred courses listed above.

**Required Certifications:** Successful completion of state and federally sponsored courses in disaster preparedness, response and recovery is highly desired, (i.e., ICS 300, ICS 400, ICS 700 certificates). If not, these training courses are required upon hire.

Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

All Plumas County employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.