



CLASS SPECIFICATION

Class Title: Emergency Services Manager (Non Sworn)
Department: Sheriff
FLSA: Exempt

Class Code: 7759
Eff. Date: 11/13/19
Grade: 27

GENERAL PURPOSE

Performs a variety of administrative and managerial duties related to planning, organizing, directing, and coordinating emergency operations. Provides information and programs to county departments, city emergency managers, businesses, and the general public located within Davis County.

EXAMPLE OF DUTIES

Assists with Emergency Management and County Homeland Security efforts. Oversees the development of programs, plans, training and exercises for the protection, preparedness, mitigation, response and recovery from specific hazards in the County.

Identifies safe, efficient and effective response and key recovery issues that have the potential to escalate to a disaster.

Ensures successful development and implementation of emergency management processes by influencing managers and employees, and aligning their associated roles and responsibilities with strategic objectives.

Coordinates periodic drills of emergency plans including mock disasters, system failures, toxic chemical releases and evacuations, communications interruptions, activation of the emergency operations center and use of the emergency broadcast system.

Responsible for securing and managing grants such as the Emergency Management Performance Grant (EMPG), Homeland Security Grant (SHSP), Law Enforcement Training & Planning Grant (LETPA), Citizens Corps Grant, and Hazmat Planning Grant (HMEP).

Develops and maintains a multi-agency approach and coordination of planning and training and delivery of emergency services; negotiates and manages inter-local disaster assistance agreements with other governments; catalogs availability of materials, technical support and emergency services; works with FEMA, the American Red Cross, Utah Division of Emergency Management, the Davis County School District, Utah Transit Authority, and community service organizations for post-disaster support and assistance; coordinates area-wide evacuation plans with fire, police and other agencies; may respond to emergencies as an observer and communications coordinator.

Prepares reports, makes public presentations, and keeps current on disaster management and recovery methods.

Supervises, coordinates and participates in carrying out various emergency functions required to protect, prepare for, respond to, mitigate, and recover from man-made and natural disasters/emergencies; manages the county emergency operations center during emergency operations and exercises; assists the county and local emergency managers in organizing, training, and maintaining



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Community Emergency Response Team (CERT) capabilities; participates as an active member of the Local Emergency Planning Committee (LEPC); serves as a member of the Northern Region Homeland Security Steering Committee; coordinates the delivery of county and outside resources in support of emergency operations; manages operations of the mobile command unit; conducts site inspections of dams and other infrastructure to ensure consistency with pre-disaster mitigation planning efforts.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Education: Graduation from an accredited college or university with a Bachelor's degree in emergency management, disaster mitigation, or related field.

Experience: Four (4) years of directly related experience in emergency management or a sworn public safety position. Experience must include hands-on experience in emergency or crisis situations such as natural disasters, law enforcement incidents (kidnapping or protracted hostage standoff), extreme weather conditions, or similar incidents.

Education and experience may be substituted, one for the other, on a year for year basis.

Preference for experience in a sworn public safety position.

2. **Special Qualifications:**

Preference for possession of a valid CEM certification issued by the National Coordinating Council on Emergency Management or paid government agency emergency management experience.

Must pass a criminal history background investigation.

Must be able to obtain and maintain BCI access within three (3) months of hire date.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on County business must maintain the minimum vehicle liability insurance as specified in Utah Code.

3. **Necessary Knowledge, Skills and Abilities:**

Considerable knowledge of: current practices, principles and trends in emergency management



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including but not limited to NIMS; local, state, and federal emergency management policies and programs; principles and techniques of effective training and motivation; recording and reporting of activities; County and departmental policies, procedures, and practices.

Skill in: Strong leadership and teambuilding; operating all applicable computer hardware and software applications/programs; speaking and presenting in front of public audiences.

This position may require driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: advise key staff and maintain effective organizational change programs; identify types of training necessary for employees, community liaison representatives and coordinate presentations with individual departments and Human Resource Management; effectively oversee and assign the work of others; convey and enforce DCSO rules and regulations; respond to emergencies and other incidents before and after regular work hours; prepare and present written and oral reports; making public presentations; compose written correspondence; maintain files, records, and reports; accurately assess and take effective and appropriate action in emergencies; maintain composure during emergency situations; remain alert and react to unexpected situations and emergencies; handle high levels of personal stress and maintain composure under a variety of adverse conditions; collect and rapidly assimilate facts; work for sustained periods of time maintaining concentrated attention to detail; communicate using various types of radio equipment; maintain confidentiality; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, other agencies, community professionals, intra and interdepartmental personnel, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirement are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information

Date: November 14, 2019

Department Approval: Andy Oblad

HR Generalist Approval: Jessica Weaver

Classification Approval: Jana Bake