



Job Title: Emergency Management Specialist

Reports To: Director of Emergency Management

Classification: Full-Time, Non-Exempt

Starting Salary Range: \$35,000 - \$42,000 DOE

Please email a cover letter and resume to LakeCountyOEM@co.lake.co.us and HWaugh@co.lake.co.us

This position is eligible for medical, dental, and vision benefits, as well as paid vacation, sick, and personal leave and a 401K.

Position Summary

Perform a variety of professional and administrative duties in support of the Lake County Office of Emergency Management, particularly concentrated on revision, development, and testing of plans. Position also includes training others on plans. This position will require strong people skills and significant interaction with other City/County departments, special districts, County citizens, non-profit organizations, local, state, and federal agencies.

General Duties and Responsibilities

- Research and analyze plan development criteria and standards
- Use, integrate, and comply with the five National Planning Frameworks when developing and updating local plans.
- Local plans include but are not limited to THIRA, HMP, Recovery Plan, Evacuation and Re-Entry. Emergency Support Function checklists and job aids, and Alert and Warning.:
- Ensure new plans, job aids and checklists are included in the Plans Tracking Document and, updated every two years and revision and exercise dates are included in the Plans Tracking Document.
- Develop community engagement and preparedness campaign, working with local partners such as school district, non-profit organizations, and local emergency services
- Organize, coordinate, and collaborate with agency representatives and the Whole Community during plan development and implementation.
- Assist with long term direction and vision of the Office of Emergency Management through development and maintenance of the strategic plan.
- Serves as Lake County Emergency Manager in the event the Director is unable.
- Training and supporting the development of the Operations, Plans, Logistics, Finance and Admin Section Chiefs Responsibilities as assigned in the Emergency Operations Center.
- Perform emergency support functions in the Emergency Operations Center when activated during emergencies and act as lead ESF for any function not represented.
- Assist with planning, coordination and execution of monthly EOC training and exercises
- Ability to work in stressful situations. High performer with a strong degree of professionalism, efficiency, self-motivated and good judgment.
- Perform other related duties and responsibilities as required.

Supervisory Responsibilities



- Not Applicable

Requirements

- At least one (1) year of experience in the Emergency Management or closely related field.
- Experience in training on emergency services issues or military service may serve as a substitute. Experience with Incident Command System (ICS) and the National Incident Management System (NIMS) is desirable.
- Bachelor's Degree in Emergency Management or related field strongly preferred.
- Bilingual is strongly preferred.
- Incident Command System (ICS)-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-800 strongly preferred or ability to complete within 6 months of hire.
- FEMA Professional Development Series strongly preferred.
- A valid Colorado driver's license, or ability to obtain within two weeks of hire.
- **Background Check** – Must pass a Colorado Bureau Investigation (CBI) criminal background check.

Physical Activity & Work Environment

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| • Sitting | - More than 50% of time |
| • Walking | - Less than 50% of time |
| • Standing | - Less than 50% of time |
| • Using hands/fingers to feel or handle items | - More than 50% of time |
| • Reaching, pushing or pulling with arms/hands | - Less than 50% of time |
| • Climbing | - Less than 50% of time |
| • Balancing | - Less than 50% of time |
| • Kneeling, crawling, or crouching | - Less than 50% of time |
| • Talking or hearing | - More than 50% of time |
| • Tasting or smelling | - Less than 50% of time |
| • Lifting, moving or exerting force of up to 10 lbs. | - Less than 50% of time |
| • Lifting, moving or exerting force of up to 25 lbs. | - Less than 50% of time |
| • Lifting, moving or exerting force of up to 50 lbs. | - Less than 50% of time |
| • Lifting, moving or exerting force of up to 100 lbs. | - Less than 50% of time |
| • Lifting, moving or exerting force of more than 100 lbs. | - Less than 50% of time |
| • Seeing up close | - More than 50% of time |
| • Seeing long distances | - More than 50% of time |
| • Seeing color | - More than 50% of time |
| • Use of peripheral vision | - More than 50% of time |
| • Perceiving depth | - More than 50% of time |
| • Adjusting and focusing vision | - More than 50% of time |
| • Working outdoors in inclement weather – extreme hot | - Less than 50% of time |
| • Working outdoors in inclement weather – extreme cold | - Less than 50% of time |
| • Working indoors in an office environment | - More than 50% of time |
| • Working in high places | - Less than 50% of time |
| • Working near moving mechanical parts and machines | - Less than 50% of time |
| • Working in wet/humid conditions that are not weather related | - Less than 50% of time |
| • Working in extreme cold conditions that are not weather related | - Less than 50% of time |
| • Working in extreme hot conditions that are not weather related | - Less than 50% of time |
| • Working with airborne particles or fumes | - Less than 50% of time |
| • Working with toxic or caustic chemicals or agents | - Less than 50% of time |
| • Working with explosives | - Less than 50% of time |
| • Working in an area with a risk of exposure to radiation | - Less than 50% of time |
| • Working in an area with a risk of exposure to electrocution | - Less than 50% of time |



- Exposure to vibration - Less than 50% of time
- Working in a loud environment - Less than 50% of time