

JOB DESCRIPTION: UASI GRANT PROGRAM COORDINATOR

DATE: 12/13/2010

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Emergency Management	CLASSIFICATION:	243
SUPERVISOR:	Emergency Management Director	SALARY RANGE:	24
UNION (Y/N):	Yes/AFSCME Local 1442		

GENERAL STATEMENT OF DUTIES: Represent the County and assist other local agencies in relation to the Urban Area Security Initiative (UASI) working group(s) to which assigned (currently Fire/EMS). Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform all duties in close coordination with the Department Director and the County UASI Point of Contact (POC).

Serve in rotation as Duty Officer for the Department as assigned. Assist in preparedness, maintenance and response of the County Emergency Operations Center (EOC).

Attend meetings, including POC and Urban Area Working Group (UAWG).

Participate as liaison to at least one Urban Area Security Initiative (UASI) discipline working group.

Develop and maintain familiarity with the County’s stakeholders as they relate to regional planning efforts (understanding Columbia County’s governance structure, county-city and county-districts roles, Emergency Operations Center (EOC) response issues, and Oregon Emergency Management (OEM) system.

Participate, as directed, and manage regional planning efforts such as Continuity of Operations Planning (COOP)/Continuity of Government (COG), Chemical Biological Radiological Nuclear Explosive (CBRNE), Regional Resource Management, and/or Critical Infrastructure and Key Resources (CIKR) planning and meet with Columbia County representative groups to provide executive summaries of the projects and solicit countywide feedback to the regional planning process.

Participate in the annual drafting, development, coordination and review of grant applications, budget strategy and other programmatic documents as needed. Provide grant administration for awarded grants. Coordinate UASI grant management, including reimbursements, with the

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Portland Office of Emergency Management and with the County Finance Department.

Provide follow-up on fiscal activities to ensure that grant recipients properly expend awarded funding on appropriate grants.

Provide sub-recipient monitoring of equipment procurements (to ensure proper labeling and audit requirements are met).

Prepare annual updates to the UASI contracts and other agreements for review by Counsel and approval by the Board of Commissioners.

Provide NIMS compliance issues follow-up and completion of compliance reports.

Ensure proper briefings of stakeholders in Columbia County and facilitate Columbia County's various planning processes. Coordinate with County departments and provide assistance in developing and implementing UASI grant projects.

Serve as co-WebEOC administrator in coordination with the Director.

Perform other Emergency Management activities, as directed and assigned.

Respond to inquiries from agencies and the public regarding the Emergency Management Program.

Record bills, prepare vouchers for payment and authorize expenditures within prescribed limits. Prepare claims as necessary following an emergency for reimbursement from other agencies/governments. Maintain records and files.

Prepare a variety of reports and records for the Department and related to the emergency response plans and procedures. Arrange, coordinate and attend meetings, record matters discussed and prepare minutes.

Follow all safety rules and procedures established for work areas. Comply with all policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position. During the absence of the Director or during an emergency, this position may nominally supervise staff and/or volunteers in the operations of the Emergency Operations Center.

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SUPERVISION RECEIVED: Work independently without direct supervision under the general direction of the Department Director who provides policy, procedure and administrative direction and reviews performance.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree in a related field plus three years' related work experience. Prior grant writing/administration experience required. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

SPECIAL LICENSES, CERTIFICATIONS: Possession of a valid driver's license and an acceptable driving record.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of emergency management principles and practices. Knowledge of local, state and federal rules and regulations concerning emergency management. Knowledge of grant writing and project management.

Skill in the operation of various software applications programs, including word processing, spreadsheets and electronic mail. Skills in organization and project management.

Ability to express ideas effectively, verbally and in writing. Ability to meet deadlines and work independently in cooperation with agency, community and industry representatives. Ability to develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.

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

Physical demands while in the office are usually minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds. Field activity and participation in program events or disaster response requires additional physical demands, such as walking and/or standing for long periods of time, bending, stooping, climbing, etc., as well as the need to occasionally lift and move objects up to 50 pounds.

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WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usually work in a general office environment. Position is potentially subject to call back due to emergency situations 24 hours a day, seven days a week. Working hours may be extended and highly stressful during an emergency situation. The performance of field work may require walking over various terrain or other hazards and exposure to all weather conditions. Extensive travel is necessary, requiring the operation of a motor vehicle, often to remote areas. The employee may be required to travel at night time or on weekends or in inclement weather to participate in program events or to respond to disaster events.

Note: This is a grant funded position for which funding is expected to last 2-3 years but may last longer.