



FRANKLIN COUNTY EMERGENCY MANAGEMENT

1011 E. Ainsworth St.
Pasco, WA 99301
(509) 545-3546



JOB DESCRIPTION

PROGRAM COORDINATOR

General Function

Supports the planning and training of emergency/disaster operations occurring within Franklin County. Position requires interaction and coordination with cities, state and federal agencies, businesses, schools, volunteers, other county departments, and citizens in the development of and response to emergency plans or disaster occurrences. Work is performed under the supervision of the FCEM Director but shared with a peer/co-worker. The Program Coordinator position is an exempt position.

Supervision

May lead workgroups, meetings and other ad hoc groups. Must have the ability to work independently without constant supervision to complete assigned projects in a timely manner meeting deadlines. Must be able to multi-task and manage multiple projects/deliverables simultaneously. Must have an ability to work harmoniously and effectively in a small team environment exhibiting a professional and positive attitude at all times.

**** It is understood that this position will require a large amount of on-the-job-training and FCEM will provide a significant amount of training opportunities to be successful in this position.***

Basic Job Functions and Duties

- On a weekly basis monitor **Department of Energy (DOE)** and **Columbia Generating Station (CGS)** CRASH and commercial fax test.
- Conduct and monitor the weekly CEMNET, Emergency Alert System (EAS) and Silent Siren tests.
- Collect monthly Emergency Alerting System (EAS) records, review and file for FEMA Annual Audit.
- Conduct Monthly CGS and DOE communications tests. This test is initiated by CGS/DOE.
- Conduct and Monitor the Annual Emergency Alerting System (EAS) Required Monthly Test (RMT). This test activation is rotated monthly by participating agencies.
- Collect and review Energy Northwest communications tests with Dispatch on a monthly basis.
- Review Franklin County Building Report monthly to collect information regarding new residents or businesses going in the Emergency Planning Zone.
- Monitor and document the run time information for the emergency generator located here at the Franklin County Emergency Management office.

- Request information for the Special Populations Facilities in Franklin County. The information is gathered from Department of Social and Health Services (DSHS), and the Department of Early Learning.
- Using requested information from agencies listed above update the Special Population Facilities database.
- Compile completed Scope of Work tasks into Quarterly Reports for both the Radiological Emergency Preparedness Program (REPP) as well as the Department of Energy (DOE) Program.
- On a quarterly basis produce mailing labels for the Franklin County Emergency Planning Zone (EPZ) residents. These labels are used by Energy Northwest/CGS for the “Open Lines” mailer sent out to residents in the EPZ.
- Request quarterly update information from Aging and Long-Term Care (ALTC) to update the Special Population Individuals database.
- Review Emergency Coordination Center (ECC) Implementing Procedures and update as needed.
- Review Emergency Alert System (EAS) and Siren messages quarterly.
- Update/verify Emergency Resource Book yearly.
- Conduct Equipment maintenance checks on the radiation monitoring equipment.
- Check Emergency Information Signs and Brochures that are located in the Emergency Planning Zone for transient populations along the river.
- Conduct the Performance test of the Portal Monitors on a semi-annual basis.
- Conduct Emergency Worker Kit checks on a semi-annual basis.
- Prepare documents for the Annual FEMA Audit.
- Review the Memorandum of Understandings (MOUs) on annual basis.
- Update Emergency Resources Database on an annual basis. This information contains 24-hr contact information for vendors that may be utilized during an Emergency Coordination Center (ECC) activation.
- Review the Comprehensive Emergency Management Plan (CEMP), DOE Response Plan and CGS Response Plan.
- Send radiation detection equipment off for calibration annually. The equipment is set on a schedule to be rotated out of service.
- Participate in Quarterly Drills with Energy Northwest and Department of Energy.
- Plan and coordinate annual Energy Northwest and Department of Energy Exercises.
- Setup and conduct training to meet program requirements and may need to be conducted in the evening/weekends to meet responders’ needs.

Equipment to be used

General office equipment including computers, telephones, fax, radio systems, and other related equipment. Ability to be trained on the use of radiological equipment and the ability to instruct/train others on the same equipment. An office vehicle is also available for use.

Working Environment / Physical Abilities

Working conditions are a mixture of office and fieldwork. The majority of the time will be in office work at a workstation. Some work will be conducted outdoors, sometimes in inclement

weather, or indoors depending on the nature of the work. Must be prepared to work effectively in a wide range of working conditions and must be able to navigate uneven surfaces when working outdoors. Requires sitting and standing for extended periods, walking, bending, and lifting up to 40 pounds. Available for 24 hour a day call-out on rotating basis; ability to travel.

Knowledge and Abilities

- Ability to establish and maintain effective working relationships with employees, state and local officials, county and city departments, volunteers, and the general public.
- Ability to express ideas clearly and concisely both in writing and orally.
- Knowledge and ability of computer software, spreadsheets, word processing, database management, presentation, and graphic programs.
- Ability to perform general office duties and record keeping.
- Knowledge of personal computers.
- Ability to commit to training as needed, sometimes at odd hours of the morning/evening.
- Ability to Travel.
- Ability to work independently with minimal supervision.
- Ability to schedule tasks as outlined in a scope of work document.

Education

4 year degree in management, emergency management, public information, business or other related field is preferred, or a 2-year degree (AA) and (2) years of experience in emergency management. **Additional Emergency Management and office certifications are highly encouraged as well.**

Experience

- Proficiency in Word, Excel, Outlook and the use of personal computers is required.
- Office work and governmental experience.
- Any volunteer work and or training experience.

Special Requirements

- Must possess and maintain a valid Driver's License and proof of insurance, if requested.
- Successful completion of a comprehensive background investigation.
- Certification in FEMA Professional Development Series, ICS 100/200,700/800, within 12 months of appointment and 300/400 within 24 months of appointment.
- Must be available 24 hour a day, 7 days a week basis.
- Must establish residence within **45 minutes** normal driving time of the Emergency Operations Center to facilitate rapid response to emergencies.
- Completion of the FEMA IS/ICS courses 100, 200, 700 and 800 within the 1-year probationary period.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.