

Position Description: **Program Manager (Operations) - Office of Emergency Management (OEM)**

Service Type: **Administrative, Level 3**

**Definition:** Under the general direction and supervision of the Senior Manager - OEM, the **Program Manager (Operations) – OEM** is responsible for managing emergency programs for the Borough. The role is responsible for the provision of various emergency management services including exercises, planning and response. This role is also responsible for managing and operating technology related to the OEM's core services. The Program Manager (Operations) may act as an assistant to the Emergency Manager and may be called on to function in that position in case of the manager's absence or when multiple command shifts are necessary. This position is the primary point of contact for OEM's public notification and continuity infrastructure, the Program Manager - OEM provides direct leadership and support for these systems and is directly responsible for the emergency response programs and planning for emergency response, recovery, and mitigation for borough entities.

**Minimum Qualifications:** Bachelor's degree in Emergency Management or a related field and four years relevant experience or the equivalent knowledge and competency as demonstrated by experience with emergency alerting systems, incident management, public alert and warning systems, or information technology as it relates to the Emergency Management mission. A combination of education, work experience and training in these areas may be considered. Demonstrated ability to recruit, organize and train adults for support of emergency responders and to perform emergency tasks as part of an incident management team. Familiarity with personal computers and the ability to use MSWord, Excel, PowerPoint, GIS, databases, and other platforms is required. Must have and maintain a valid, unrestricted Alaska driver's license to perform all job functions; access to a personal vehicle is required for borough-wide travel. Completion of courses critical for personnel to be capable of implementing all functions of emergency management, including Incident Command System (ICS) and National Incident Management System (NIMS) courses: IS-100, 200, 300, 700, and 800 or their equivalent.

**Preferred Experience and Skills:**

Experience managing similar public programs, EMT, First Aid and/or CPR certifications are desired, as is a working knowledge of search and rescue procedures and disaster management. Experience working on a disaster Incident Management Team is desired, with extensive incident management experience, with completion of a task book for a Command & General Staff position to the type 3 level highly desired. Completion of additional ICS and NIMS courses including ICS 400 and FEMA Professional Development Series (PDS). Familiarity with computer networking, analog and digital radio systems desired. Methods of Instruction (MOI), FEMA Master Trainer, or similar educational credentials are highly desirable.

**Essential Functions:**

1. Responsible for maintaining 24/7 readiness for emergency response within the OEM to include availability of equipment resources, personnel, and technology. Maintains continuous situational awareness and analyzes information/intelligence as it relates to OEM preparedness, response, and recovery.

2. Manages OEM Duty Officer program and participates in officer rotation, maintaining 24/7 availability during assigned shifts. Acts as the Incident Commander or Deputy Incident Commander as directed during emergency response. May be assigned acting manager role in the absence of the Emergency Manager.
3. Responsible for the management and coordination of emergency management/disaster response programs directed by the Kenai Peninsula Borough.
4. Responsible for timely communication with communities and partnering organizations (emergency responder organizations, etc.) regarding disaster response and notification, both during emergency situations and in preparation or after-action.
5. Prepares quarterly, final, and other periodic reports required by grant programs, schedules meetings and coordinates program activities with appropriate groups. Participates in the grant application process as directed.
6. Manages the creation and revision of operational plans with KPB department and service areas
7. Installs, configures, and maintains KPB servers, workstations, network components, and other related equipment, devices, and systems specific to OEM's core operations of the AHAB siren system, Mobile Command Vehicle, electronic emergency messaging and in-house radio programming.
8. Designs emergency response exercises and assists in the design and execution of all types of exercises for the KPB and partner organizations.
9. Responds during emergency and disaster situations in an Incident Command Post or Emergency Operations Center, operating at the section chief or command staff level.

**Other Functions:**

1. Other related duties as assigned.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to communicate orally and to use hands and fingers dexterously to operate office equipment; regularly required to sit; regularly required to walk and stand; reach and lift light overhead objects; bend and stoop while filing or inventorying equipment. The employee must be able to work outdoors in inclement weather. The employee must occasionally transport up to 50 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Borough-wide travel, often in inclement weather, may be necessary.