



**CITY OF LAKE
FOREST PARK
invites
applications for
the position of:**

**Emergency
Manager -
NEMCO**

SALARY: \$6,370.00 - \$8,493.00 Monthly
\$76,440.00 - \$101,916.00 Annually

DEPARTMENT: Police

OPENING DATE: 10/01/21

DESCRIPTION:

CLOSING DATE: Open until filled

TIMELINE: First review of candidates October 29, 2021; Target dates for first interviews are November 15, 2021 & November 17, 2021.

ABOUT US:

The Northshore Emergency Management Coalition (NEMCo) is a partnership among the cities of Kenmore and Lake Forest Park (LFP), Northshore Fire Department (NSFD) and Northshore Utility District (NUD). NEMCo was created to provide the communities it serves with efficient emergency management resources.

POSITION OVERVIEW:

Plans and directs emergency management programs for the Cities of Lake Forest Park and Kenmore, the Northshore Fire Department and fulfills additional duties in cooperation with the Northshore Utility District as outlined in the Northshore Emergency Management Coalition (NEMCo) Interlocal Agreement. Under the direction of the Northshore Emergency Management Council, this position is responsible for duties in planning, coordinating, developing, and promoting of emergency preparedness, response, recovery, and mitigating functions.

EXAMPLES OF ESSENTIAL DUTIES:

PRIMARY DUTIES:

- Coordinates updates to the Comprehensive Emergency Management Plans (CEMP), and a variety of procedures and policies for the Cities of Lake Forest Park and Kenmore to ensure compliance with State laws and regulations.
- Coordinates the development of plans for partner agency employee's response to a broad array of natural and manmade disasters and emergency situations affecting City and regional operations.
- Coordinates both Cities emergency preparedness and coordinated response plans with state agencies, municipalities, public safety agencies, and volunteer service agencies in the planning, response, recovery and mitigation of emergencies and disasters.
- Develops, coordinates and presents educational and training programs for community organizations to increase awareness of emergency preparedness and response plans.
- Organizes meetings, trainings, and response exercises to communicate and coordinate the CEMP, emergency procedures and operational drills in preparation for emergency situations and recovery of partner agency resources.
- Coordinates training, equipment and staffing for the NEMCo Emergency Operations Center; coordinates EOC activities in the event of a natural or man-made disaster.
- Represents partner agencies on regional emergency planning and response committees; ensures the emergency preparedness programs meet goals and regulatory standards.
- Prepares reports and safety presentations to increase awareness of emergency preparedness.
- Research funding sources, prepares grant proposals, and develops work plans and budgets; monitors, implements, evaluates, and manages grant programs and prepares reports.
- Compiles and maintains records, reports, and statistical information.
- Prepares recommendations for EOC budget requests and monitors budgeted funds.
- Organizes meetings of the Northshore Emergency Management Council group and communicates department director(s)/manager(s) roles within the CEMP.
- Supports the relationship between the partner agencies and their constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and partner agency staff; enthusiastically promotes NEMCo goals and priorities in compliance with all policies and procedures.
- Maintains and enforces absolute confidentiality of work-related issues, client records and partner agency information; monitors staff compliance of security procedures and privacy laws, policies, and guidelines; performs related duties as required or assigned.
- Other areas of focus include CERT and volunteer management, NEMCo coordinated communication, resource management, and the Northshore Emergency Management Council.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Emergency management programs, practices, resources, agencies, and personnel.
- All Federal and State requirements for filing, maintaining, and testing emergency operation plans and for declaring emergencies and obtaining emergency assistance and reimbursement for same.
- Incident Command System (ICS) and the National Incident Management System (NIMS).
- Operational procedures for public safety agencies, and individual City departments.
- Demonstrated ability to develop and implement policies and procedures for emergency management from a whole community perspective.
- Ability to activate and manage the EOC during a disaster.
- Manage the people and resources necessary for effective emergency response and recovery programs.
- Effect cooperation and gathering of resources from all segments of the community for emergency response use, including but not limited to hotels, schools, businesses, volunteers, communication companies, utility companies, emergency services providers, private relief agencies, government leaders, and media.
- Interact with all partner agencies, a variety of law enforcement agencies, emergency service agencies, other City and county governments, and community groups.
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action.
- Communicate effectively both orally and in writing.

TYPICAL QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

- Associates degree with a focus in Emergency Management or Public Administration; AND three years of experience in the administration, supervision, and/or teaching of emergency preparedness or emergency services; OR an equivalent combination of education, training, and experience.
- Possess certificates in ICS 100, 200, 300, 400. Complete ICS 700 within one year of employment.
- Must possess or be able to obtain a valid Washington State Driver's License.

SUPPLEMENTAL INFORMATION:

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is primarily performed in an office environment and may also include working a variety of hours based on current events, meetings, and presentations. Additionally, may be exposed to physical hazard from fire, traffic, contagious diseases, toxic gases, hazardous materials, and other hazards that may occur during disaster situations. Work with computer, printer, photocopier, fax machine and cellular phone.
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

CONTACT US:

If you have any questions please contact Lee Aalund at 206-957-2806 or laalund@ci.lake-forest-park.wa.us.

HOW TO APPLY:

Submit online application, resume and cover letter. Candidates are strongly encouraged to apply by Friday, October 29, 2021.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.cityoffp.com>

Position #NEMCO001
EMERGENCY MANAGER - NEMCO
LA

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