



AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

## **DISASTER PROGRAM MANAGER**

**Term-Limited Position Ending June 30, 2023**

**DEFINITION:** Under supervision of the Deputy Director of Public Health & Prevention and guided by general policy direction, develops and manages a comprehensive disaster preparedness program for the County of Inyo - Health & Human Services, including disaster mitigation, preparedness, planning, training, education, response, recovery, and assisting with the equipping of County staff and community members; helps manage and direct the operations of the HHS Public Health & Prevention - emergency operations centers (like shelters, testing sites, and vaccination clinics); coordinates disaster preparedness with other HHS divisions, County departments, community organizations, special districts, and other federal, state, and local government agencies; and performs related duties as assigned.

The Disaster Program Manager is distinguished from other professional and management positions by the candidate's specialized knowledge of disaster preparedness planning and program implementation/management, emergency operations management, and supervising volunteer services. Under the leadership of Deputy Director of Public Health, establish and/or expand capacity to quickly, accurately and safely assist with the response to SARS-CoV-2/COVID-19 and build infectious disease and disaster preparedness for future coronavirus and other events involving other pathogens with potential for broad community spread. Client and community management will be at the forefront and will require, but not be limited to: training, supporting, and directing teams throughout the contract or grant lifecycle.

### **CURRENT POSITION:**

Position duties can be met via a blended model of in person office and telework.

**ESSENTIAL JOB DUTIES:** A successful candidate will need to provide administrative and technical management, expertise in the coordination of program activities, possess interpersonal and communication skills, and feel comfortable working with a wide range of stakeholders within a complex system. The candidate is expected to exercise considerable discretion in carrying out responsibilities independently with awareness of emergency preparedness issues and sensitivities. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution. The position analyzes low, moderate to high risk new or existing opportunities designated as part of their contract and grant portfolio.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class:

- Plans, organizes, coordinates, supervises and evaluates the work of the disaster preparedness program; with subordinate staff, participates in establishing operational plans and initiatives to meet program goals and objectives; implements program plans, work programs, processes, procedures and policies required to achieve overall program performance results; coordinates and integrates program functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against program and grant budgets.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development, in accordance with the County's human resources policies and procedures and labor contract

provisions.

- Provides day-to-day leadership and works with staff to ensure a high performance, community service-oriented work environment which supports achieving County HHS objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
- Develops, implements and manages a disaster preparedness program and serves as one of the central managers around efforts for the County; working closely with the COVID-19 Program Manager during the grant period.
- Provides administrative and technical expertise and coordination to prepare the County to be able to successfully handle all disasters; recommends adoption of and implements program policies and procedures, work objectives, goals, disaster organization structure and work schedules; determines improved emergency preparation, response and mitigation
- Interprets, communicates and implements disaster-related policies and regulations to ensure County compliance with federal, state and local laws; coordinates disaster preparedness with other departments, community and civic organizations, special districts and other federal, state and local governmental agencies; manages, coordinates and provides training to the County's Teen Community Emergency Response Team (Teen CERT) and Disaster Healthcare Volunteers (DHV); and equivalent programs.
- Oversees, directs and conducts training and delivers presentations to County/HHS staff, and other community partner groups (like commercial and civic organizations, residential groups, school organizations and citizens) on County-wide emergency response and preparedness policies and procedures.
- Conducts instructor training courses on First Aid/CPR; assists with the monitoring and tracking of instructor credentials; oversees and evaluates training classes conducted by instructors to ensure compliance with policies and procedures and quality control; provides guidance and training to instructors based on student evaluations; evaluates training center operations and results and recommends changes to achieve County/HHS mission and goals.
- Facilitates, coordinates and manages disaster recovery efforts; oversees, directs and participates in the set-up of local disaster centers, care/shelter sites following disasters; facilitates grant applications processes for mitigation monies from state and federal agencies; provides technical support for emergency incidents as needed.
- Manages and oversees the County's volunteer recruitment program; oversees and directs volunteer recruitment, selection, and training and tracking activities performed by subordinates; participates in planning volunteer recognition activities and events.
- Attends emergency management/disaster preparedness training and conferences to keep current on trends and developments in the field of disaster and emergency management.
- Represents the County by sitting on professional, community and other committees as identified.

## **EMPLOYMENT STANDARDS**

### **Education/Experience:**

At least five (5) years of progressively responsible professional, clinical or emergency services experience, including at least three (3) years of administrative and management responsibility in emergency operations & volunteer management. A bachelor's degree in public administration, emergency management, operations and logistics management or a related field OR the equivalent of ten (10 years) experience working in emergency services in lieu of bachelor's degree will be considered.

**Licenses/Certificates/Special Requirements:** A valid California driver's license and the ability to maintain insurability under the County's vehicle insurance policy. State of California Healthcare Provider and/or Paramedic License. Basic Life Support (BLS) CPR Card (ARC or equivalent). Current and valid FEMA certification in ICS courses: NIMS ICS-100, NIMS ICS-200, and NIMS IS-700.

**Knowledge of:** Theory, principles, practices, techniques, technology and systems in the field of disaster and emergency preparedness management for a public organization; Federal, state and local laws and regulations applicable to disaster preparedness planning and program management; Principles and practices of program management; Resources, equipment, supplies and personnel needed to maintain operational readiness in order to be able to respond to County - HHS emergencies. Program development, administration, and service delivery related to the program or programs in the area of responsibility; current management and leadership techniques, performance appraisal methods, and public administration; knowledge of planning and scheduling techniques to ensure that timelines and schedules are established appropriately, modified as needed, and adhered to; knowledge of budgeting principles in order to develop, manage, and/or track budgets, budget allocations, and expenditures; public and private community resources

**Ability to:** Engage in outreach and information activities to identify and secure funding for projects and programs; provide effective leadership and supervision; act as a liaison between staff and administration; communicate effectively in written and oral forms; establish and maintain cooperative working relationships with multi-system partners and as part of the multidisciplinary team; manage multiple tasks and respond appropriately to crisis situations; utilize supervision effectively and ensure communication up and down the supervision chain. Work with various cultural and ethnic groups in a tactful and effective manner.

