

**Trinity County Sheriff Department
Emergency Operations Manager
\$25.31 - \$30.77 per hour**

Applications will be accepted until February 29, 2012

Emergency Operations Manager

Definition

Under administrative direction, assist with planning, organizing, directing, and management of emergency operations at the Sheriff's Office-Office of Emergency Services.

Knowledge of:

Modern emergency management principles, methods, practices, and procedures, including preparedness, major emergency and specialized response, recovery, mitigation, and specialty areas.

Laws and regulations related to emergency management.

The general geography and topography of Trinity County.

Good public relations techniques.

Use and care of office authorized equipment.

First aid methods and techniques.

Computers, software, and systems used by the Sheriff Office.

Budget, grant and contract development and administration.

Principles of supervision, training, work evaluation, grants administration, project administration and management.

Ability to:

Assist with planning, organizing, supervising and managing the emergency management functions and operations of the Sheriff Office.

Supervise, train and evaluate the work of assigned staff.

Perform a variety of budget, grant and contract administration work.

Perform a wide variety of complex professional emergency management work.

Read, understand and interpret laws and regulations regarding emergency management, including administration of federal and state grant programs.

Gather and organize data and information.

Develop, implement and evaluate emergency plans.

Make independent judgments and adopt quick, effective and responsible courses of action during emergencies including disasters and critical/major incidents.

Prepare clear, comprehensive reports.

Meet standards of adequate physical stature, endurance and agility.

Demonstrate technical proficiency in the use and care of related equipment.

Operate a motor vehicle under critical and unusual conditions.

Work with computerized information systems.

Effectively, tactfully and courteously represent the Sheriff's Office with the public and other agencies, nongovernmental organizations and businesses.

Establish and maintain cooperative working relationships.

Organize and/or instruct a variety of coursework related to emergency services.

Training and Experience

A Bachelor's degree from an accredited university with major course work in the field of emergency management, homeland security, or a closely related field and two years of experience managing supervising or coordinating emergency service operations.

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST