



# Human Resources

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2130 • (907) 714-2396 Fax

## NOTICE OF RECRUITMENT

- POSITION OPEN:** Program Manager, Operations-  
Office of Emergency Management  
*(Position description attached)*
- SALARY:** Administrative, Level 3  
\$73,190.00 - \$87,974.00
- POSTING DATE:** June 3, 2022
- CLOSING DATE:** Open until filled
- REQUIRED ATTACHMENTS:** Resume  
Cover letter  
Applicable certifications
- TO APPLY:** Applications can be submitted online at:  
[www.kpb.us/jobs](http://www.kpb.us/jobs)



## Position Description

### Kenai Peninsula Borough

---

### **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)** is responsible for managing multiple emergency management programs. The Program Manager acts as the public information officer, executing internal and external objectives using best practices. This position is responsible for the provision of various emergency management services including exercises, planning and response and is also responsible for managing and operating technology, equipment, and vehicles related to the OEM's core services. This position, along with OEM team members, share the duties of overseeing or developing programs, plans and exercises to meet preparedness, mitigation, response and recovery objectives.

**Minimum Qualifications:** Bachelor's degree in emergency management or current qualifications and experience as a member of an incident management team. The applicant must demonstrate four years of relevant experience or the equivalent knowledge and competency with emergency alerting systems, public alert/warning methodologies, and public information best practices 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 to support public information needs for non-emergency and emergency events. Completion of Incident Command System (ICS) and National Incident Management System (NIMS) courses: IS-100, 200, 300, 700, and 800 or their equivalent are required. Completion of the public information officer, position-specific certifications through the Federal Emergency Management Agency (FEMA) or National Wildfire Coordination Group (NWCG) program equivalents are required. 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.

**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. Current qualifications and demonstrated experience as a member of a Type 1 or Type 2 Incident Management Team is highly desired. Familiarity with computer networking, analog and digital radio systems desired.

Methods of Instruction, FEMA Master Trainer, NWCG Instructor or similar educational credentials are highly desirable. The FEMA Professional Development Series will be required to be completed within six months upon hire.

**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 timely communication with internal audiences as well as with communities and partnering organizations regarding disaster response and notification during emergency.
4. Responsible for developing and executing communication strategies supporting mitigation, prevention, preparedness, response and recovery topics as well as non-emergency events.
5. Responsible for the management and coordination of emergency management/disaster response programs.
6. In collaboration with borough IT and maintenance departments, 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 radio programming.
7. Designs emergency response exercises and assists in the design and execution of all types of exercises for the KPB Incident Management Team and partner organizations.
8. Responds during emergency and disaster situations, operating in the role of section chief, public information officer or other command staff role.
9. Participates in the grant management cycle from application to close out as directed.

10. Provides training to IMT, borough employees, or others as needed. May be tasked with giving presentations before community groups, businesses, or organizations.
11. The Program Manager may be assigned the Emergency Manager role in case of the Emergency Manager's absence or when multiple command shifts are necessary.

**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.

**Position Description Record:**

<b>Date Updated:</b>	05.10.2022
<b>Reason for Update:</b>	Revised
<b>Date Updated:</b>	04.27.2022
<b>Reason for Update:</b>	Role include public information and IMT qualifications/experience
<b>Date Updated:</b>	02.12.2020
<b>Reason for Update:</b>	Reformatted
<b>Date Updated:</b>	10.2019
<b>Reason for Update:</b>	Updated, KKS