

CLASS SPECIFICATION

EMERGENCY COORDINATION CENTER LOGISTICS CHIEF

PAY GRADE: 58

CLASS CODE: 30003556

EFFECTIVE: May 12, 2021

CLASSIFICATION SUMMARY

Reports to a Director, Manager or other management-level position. Under general direction, the Emergency Coordination Center (ECC) Logistics Section Chief (LSC) is responsible for procuring services and supplies to support a designated incident. This includes all operational and Incident Command Post needs. Throughout the activation of an incident, the LSC provides both strategic and tactical guidance on resource inventory, acquisition/procurement, storage, transport, distribution, and demobilization to ECC Command and General Staff. The LSC supports and participates in the development and implementation of the Incident Action Plan (IAP) and ECC Situation Status reporting.

DISTINGUISHING CHARACTERISTICS

This standalone classification is distinguished from other classifications by its placement within the Emergency Coordination Center staff structure and the responsibility for procuring services and supplies to support a designated incident.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Manages logistical operations and oversees staff; oversees mobilization, resource ordering, delivery/transport, and demobilization in conjunction with the appropriate unit leads (Supply, Ground Support, Demobilization).
2. Oversees the requisition, access negotiation, usage and demobilization of all facilities, including communication resources, storage/supply caches, and logistics staging areas, in conjunction with the facilities and Communications Unit leads.
3. Advises General and Command Staff on all matters related to ECC Logistics, including, but not limited to resource shortages and ordering priority; resource requests from partner agencies; budget reporting and tracking.
4. Reviews and approves Logistics Section work plans, schedules, and management of documents, including supply inventories and delivery schedules.
5. Manages, develops, and mentors Logistics Section staff, and ensures required training is maintained.

6. Identifies, reviews and reports staffing needs and changes to the ECC Resource Unit.
7. Coordinates with the Financial Section regarding the financial allocation of resources.
8. Collaborates with the Coordination Section ensuring resource allocation during an incident.
9. Identifies anticipated incident services and support requirements to ensure needs are met.
10. Works with Supply Unit to identify vendors and suppliers in advance of needs, including vetting, reference checks and pricing agreement negotiations.
11. Collaborates with the Equity Officer to ensure the equitable purchase and delivery of supplies to partnering agencies, organizations and communities within the City of Portland.
12. Assists with demobilization, remobilization and resurgence planning.
13. Submits SitStat report to the Planning Section.
14. Creates ICS 202 Incident Objectives.
15. Serves as logistics representative to the City Re-Entry Working Group.
16. Coordinates logistics actions with local and regional partners, including but not limited to Multnomah County; Metro; Port of Portland; State of Oregon.
17. Completes trainings as outlined by the Task Book.

SUPERVISION RECEIVED AND EXERCISED

The work of this class is performed under general direction and oversight by a Manager or other management-level position.

This classification may supervise employees and/or may lead staff on assigned programs, projects, and functions.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge and understanding of the organizational structure of the City of Portland related to facilities, supply ordering, receiving, distribution, and resource management, including but not limited to City Administrative Rules and Council directives , and requirements for documentation and archiving records.
2. Knowledge of applicable State and Federal laws and requirements regarding disaster-related reimbursements and cost tracking.
3. Knowledge of City, regional, state, and federal response plans.
4. Knowledge of procurement/purchasing process at the City of Portland, including but not limited to preferred vendors; rules and regulations; price agreements for both goods and services; cost thresholds for sole-source, competitive bid, or OMF/council review; document retention requirements related to resource management, ordering, purchasing, and disposal.
5. Knowledge of project management best practices.
6. Skill in project management.
7. Skill in developing a team in response to needs/requests.

8. Skill in problem solving.
9. Skill in analysis for assessing, identifying and projecting resource shortages, technical support needs and policy decision/changes.
10. Able to prioritize projects and tasks to meet City and public needs.
11. Able to report all activities and projects in a clear and timely manner.
12. Able to communicate clearly verbally and in writing.
13. Able to work collaboratively.
14. Able to respond quickly in high pressure and stressful environments.
15. Able to analyze complex or technical issues and problems, evaluate alternatives, and recommend policies, strategies, and effective courses of action.
16. Able to utilize City-specific technology and general office software.
17. Able to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
18. Able to establish and maintain effective working relationships with Bureau/Office managers and staff, representatives of other governmental agencies, the public, and others encountered in the course of work.
19. Able to work with a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training:

Bachelor's degree from an accredited college or university with major course work in emergency management, business administration, public administration, finance, or related field;

AND

Experience: Two (2) years of experience involving analysis, planning, organizing, and/or evaluating procurement or logistics programs in a public agency or customer service related field. Experience working with diverse groups.

OR

Equivalent combination of training and experience.

Preferred Qualifications:

Bi-lingual fluency preferred.

Bargaining Unit: Nonrepresented

FLSA Status: Exempt

HISTORY

Revision Dates: