

CLASS SPECIFICATION

EMERGENCY COORDINATION CENTER PLANNING CHIEF

PAY GRADE: 58

CLASS CODE: 30003557

EFFECTIVE: May 12, 2021

CLASSIFICATION SUMMARY

Reports to a Director, Manager or other management-level position. Under general direction, the Emergency Coordination Center (ECC) Planning Section Chief leads and oversees the Planning Section as part of the Command & General Staff of the ECC. The Planning Section serves as the internal support, research, and reporting arm of the ECC. The Planning Chief supports and participates in Incident Action Plan (IAP) and ECC Situation Status (SitStat) reporting.

DISTINGUISHING CHARACTERISTICS

This standalone classification is distinguished from other classifications by the responsibility for oversight of the ECC Planning Section.

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. Oversees Planning Section to develop and achieve Citywide Emergency Action Plan (EAP) objectives, in collaboration with other ECC sections and the Equity Officer. Develops long-range, concurrent, contingency, resurgence, and/or demobilization plans.
2. Participates in, facilitates, leads, or supports required section and ECC planning sessions, operational briefings and section work meetings. Represents Planning Section and/or ECC on councils or other meetings as assigned.
3. Ensures ECC Command staff and ECC Manager receive timely and relevant information to ensure effective collaboration and integration.
4. Reviews and approves Planning Section work plans, schedules, and management of documents. Oversees the development of the ICS 202 for the Planning Section: Objectives and Command Emphasis.
5. Organizes Planning Section, assigns, supervises, mentors, and supports all section staff and functions. Ensures required training is maintained.
6. Identifies, reviews and reports Planning Section staffing needs and changes to the ECC Resource Unit. Collaborates on the hiring process.
7. Oversees Resource Unit during short-term ECC activation.

8. Ensures all Planning Section and ECC documents and actions are properly preserved and archived.
9. Responsible for producing multiple ongoing reports and status updates, such as the EAP, SitStat, ECC Progress Report, Weekly Command Update, and Forward Planning Digest. Leads the After Action Report process and sets the schedule for the operational period.
10. Ensures that situational intelligence is effectively collected, vetted, analyzed, packaged, and integrated into ECC operational plans and reports, and submitted to appropriate action positions. Reviews and approves final EAP prior to ECC Manager EAP review.
11. Ensures that operational SitRep and associated action plans are properly prepared, briefed, and otherwise disseminated in a timely fashion to ECC and external partners. Reviews and approves final SitStat Report prior to ECC Manager SitStat review.
12. Solicits input from Command staff, Incident Commander and ECC Manager on priority reports and projects.
13. 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 including but not limited to City Administrative Rules and Council directives and requirements for documentation and archiving records.
2. Knowledge of City, regional, state, and federal response plans.
3. Knowledge of planning and project management best practices.
4. Skill in planning.
5. Skill in project management.
6. Skill in developing and leading a team in response to needs/requests.
7. Skill in problem solving.
8. Skill in analysis for assessing, identifying and projecting resource shortages, technical support needs and policy decision/changes.
9. Able to prioritize projects and tasks to meet city and public needs.
10. Able to understand and comply with City documentation and archive requirements.
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, or related field;

AND

Experience: Two (2) years of experience administering, coordinating, or managing an office, program or project 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: