

UNIFIED FIRE AUTHORITY/SALT LAKE COUNTY
JOB DESCRIPTION

JOB TITLE: **Emergency Management Operations Specialist**
(If filled by an Internal Sworn Firefighter, paid according to the Firefighter Pay Plan or Grade 27 if filled by an Internal Civilian)
SECTION: **Support Services**
DIVISION: **Emergency Management**
DATE: **February 2026**

BASIC FUNCTION OF POSITION:

Performs a full range of professional Emergency Management, Planning, and Homeland Security functions of moderate to complex difficulty with minimal supervision. The Emergency Management (EM) Operations Specialist is responsible for supporting the functions of the Operations Section of the Salt Lake County Division of Emergency Management (SLCo), including the readiness of the Salt Lake County Emergency Coordination Center (ECC) or other alternate designated locations during activation of SLCo EM, supporting municipal liaison support services, policy development, and implementation, and community engagement under the direction and support of the EM Operations Officer.

This position is part of the UFA Emergency Management program for Salt Lake County (“Salt Lake County” or “County”) and, notwithstanding anything to the contrary set forth herein, is subject to the ongoing, discretionary funding of the County.

SUPERVISION RECEIVED:

Works with minimal supervision under the direction of the Emergency Management Operations Officer. Work is reviewed at key stages or when unusual circumstances arise to ensure compliance and consistency with policies, procedures, and formal emergency response plans. Expected to function independently by using initiative to plan and carry out assignments.

SUPERVISION EXERCISED:

Assists in the reviews of other staff’s work for purposes of compliance and continuity as requested by the Emergency Management Director/the Emergency Management Deputy Director, and the Operations Officer.

PRINCIPAL RESPONSIBILITIES:

The following list describes several of the essential functions of this position. This list may be supplemented as necessary:

Under the direction of the Emergency Management Director, Deputy Director, or designee:

- Responds to emergency situations (after-hours, weekends, and holidays if necessary) to provide the necessary coordination of emergency management needs using established emergency protocols and County/UFA policies.
- May respond to the Salt Lake County Emergency Coordination Center or another remote location as needed.

Under the direction of the Emergency Management Operations Officer:

- Achieves, maintains, and sustains physical and operational readiness (including asset inventory in coordination with EM Logistics Officer) of Emergency Management resources. Including, but not limited to, Emergency Coordination Center facilities, mobile resources (trailers and rolling stock), portable equipment, and personnel equipment.
- Assists in the creation of, delivery, and facilitation of, and evaluation of, exercises and other forms of training.
- Assures that training requirements for Salt Lake County government employees are met. This includes but is not limited to general National Incident Management System (NIMS) required training as well as specialized training for those employees who participate in the Policy Group and Emergency Support Functions (ESFs).
- Supports the development of emergency management and homeland security policies, programs, and plans. Implements training and oversees programs as designated by the Emergency Management Director and/or Deputy Director, and the EM Operations Officer.
- Prevents and mitigates damage caused by emergencies and/or disasters through knowledge and application of established emergency preparedness planning and written action plans.
- Researches current industry standards and technology and evaluates organizational needs. Recommends improvements and develops strategies for implementation.
- Coordinates with state, county, city, private sector, and non-profit sector partners to support planning efforts and facilitate training and exercise needs.
- Provides staff support to elected and appointed officials, e.g., County Mayor & Council, City Mayors & Councils, Planning Commissions, and others, in matters relating to emergency management.
- Attends evening meetings as required.
- Promotes a high level of customer service and good public relations.
- Performs other duties as assigned

For sworn firefighters, this position will be subject to mandatory staffing as outlined in the policy.

TYPICAL DECISIONS:

Typically set own priorities within assigned programs or projects, relying on demonstrated experience and in-depth knowledge of emergency management, response planning, public safety, continuity of operations, continuity of government, and consequence management.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Objectives, principles, and practices of emergency planning, emergency management and homeland security concepts
- Applicable computer software programs and applications, including word processing, spreadsheets, database management, and GIS
- Research methods, data analysis, and report-writing techniques
- Local government agency obligations under the National Response Plan, NIMS, ICS, HSEEP, and the National Contingency Plan

Skills in:

- Coordinating multiple priorities and programs
- Personal organization and workload management
- Establishing and maintaining effective working relationships with UFA and Salt Lake County employees and personnel from other agencies
- Communicating effectively through oral presentations, written reports, and in-person discussions
- Responding to media representatives in emergency environments

Ability to:

- Maintain managerial control under extremely stressful conditions
- Work in a teamwork environment
- Formulate goals and objectives
- Collect, organize, and analyze information and convert it into clear and concise technical reports and/or emergency response pre-plans
- Plan, implement, evaluate and direct multiple and varying projects, programs, and activities, most of which require inter/intra-agency coordination
- Consistently interpret and administer policies, procedures, and applicable regulations and professional standards
- Adhere to established timelines
- Motivate individuals to meet organizational objectives
- Coordinate and initiate actions, implement decisions and recommendations
- Deal tactfully and persuasively with others in controversial situations
- Prepare written and oral reports

MINIMUM EXPERIENCE AND QUALIFICATIONS:

- Ability to pass a criminal background check and obtain security clearance from state and/or federal agencies

If filled by a sworn firefighter:

- Valid Driver's License and valid EMT, AEMT, or Paramedic licensure
- Currently serving as a UFA Firefighter or UFA Firefighter Specialist (any specialty) and have completed all requirements of a Firefighter. Successful completion of two (2) years of full-time UFA employment in a sworn Firefighter position.
- Completion of the following courses:
 - FEMA IS-100, IS-200, IS-700, and IS-800
- Completion of the following courses (**within one year of selection**)
 - FEMA ICS 300, ICS 400, IS-703.B, IS-2200, IS-247.B, E/L/G-191, and E-449
 - IS-701, IS-702, and IS-775

If filled by a civilian:

- Valid Driver's License
- Graduation from a nationally accredited college or university with a Bachelor's Degree in Emergency Management, Emergency Planning, Emergency Communications, Emergency Services, Business Administration, Public Administration. or a related field OR two (2) years Emergency Management Experience
- Completion of the following courses:
 - FEMA IS-100, IS-200, IS-700, and IS-800
- Completion of the following courses (**within one year of selection**)
 - FEMA ICS 300, ICS 400, IS-703.B, IS-2200, IS-247.B, E/L/G-191, and E-449
 - IS-701, IS-702, and IS-775

DESIRABLE QUALIFICATIONS:

- Master Exercise Practitioner
- Utah Certified Emergency Manager (UCEM) or Associate Emergency Manager (UAEM) certification
- Experience with the development and use of WebEOC
- Associate's degree (or higher) in a related field

WORKING ENVIRONMENT:

Generally, work is performed in a general office environment during routine office hours, Monday through Friday. However, hours and weekend work are likely when responding to emergencies, attending training events, or meetings. **Work activities vary widely, including attendance at meetings, field and classroom training, and driving. Work may include infrequent response to emergencies to assist with logistical and/or**

administrative duties. If such a response is required, individuals are expected to respond 24 hours/day, 7 days/week, with a minimal response time.

PHYSICAL AND MENTAL JOB REQUIREMENTS:

To perform the job successfully, an individual must be able to perform each of the essential job functions satisfactorily. This position involves periods of prolonged sitting and use of computer equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors; hear, speak, and communicate verbally using the English language; cognitive thinking and mathematical calculation capabilities; and manual dexterity to manipulate standard office equipment, papers, files, and records. This position requires occasional driving and may require lifting 25+ pounds. This position may require the occasional use of SCBA, personal protective equipment (PPE) such as eye protection, hearing protection, wildland and firefighting clothing, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Recruitment, selection, and hiring are open to all persons regardless of race, color, national origin, religion, age, disability, genetic information, gender, gender identity, pregnancy, sexual orientation, marital status, and military or veteran status. Reasonable accommodations, including auxiliary communicative aids and services for individuals with disabilities, may be provided upon receipt of a request with two working days' notice.

ADDITIONAL INFORMATION REGARDING THIS POSITION:

Classified as FLSA Non-exempt and eligible for overtime
Position classified under Category A UFA Cell Phone Policy and Category C UFA Staff Vehicle Assignment, Use and Reimbursement Policy (*unless otherwise notified*)