

OKANOGAN COUNTY COMMISSIONERS

RESOLUTION 211 - 2023

A resolution authorizing a part-time Search and Rescue Coordinator position

WHEREAS, the Board of County Commissioners recognizes the necessity for a Search and Rescue Coordinator position within the Sheriff's office to provide quality, comprehensive and coordinated search and rescue services for Okanogan County; and

WHEREAS, search and rescue operations require coordination and oversight to ensure that rescue missions are conducted to meet requirements under Washington State law; and

WHEREAS, a position description has been developed for this position which outlines the duties and responsibilities of the Search and Rescue Coordinator (Attachment A); and

WHEREAS, it is the desire of the Board of County Commissioners to provide adequate services and support that benefits Okanogan County.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Okanogan County Commissioners a part-time Search and Rescue Coordinator position funding will be funded up to \$15,000 Under P.L. 115-141, section 302(a)(2), (allowable uses for Title III funds) from Title III fund number 137 and up to \$20,000 from Sheriff's Special Projects fund number 124, effective January 1, 2024. The hourly rate for this part-time position (20 hours per week) will be \$33.6538 per hour; and

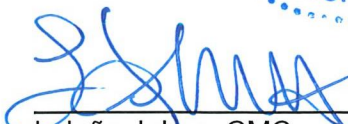
BE IT FURTHER RESOLVED that the Search and Rescue Coordinator position description (attachment A) be adopted and that this part time position will be afforded benefits in accordance with Resolution 122-2021 "Benefits for part time employees"; and

BE IT FURTHER RESOLVED that this position will be fully funded and authorized as long as funding is available. Should funding from Title III no longer be available, the position will not be funded from the general fund and will be considered for termination.

DATED at Okanogan, Washington this 21st day of December, 2023.



ATTEST:



Laleña Johns, CMC
Clerk of the Board


**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**



Chris Branch, Chairman



Andy Hover, Member



Jon Neal, Member



Okanogan County Sheriff's Office

Attachment A Position Description

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: Search and Rescue Coordinator

Division: Sheriff's Office

Reports to: Chief Criminal Deputy

Collective Bargaining: No

FLSA: Non-Exempt/Hourly

Version: 08/21/22

Wage Comp: \$ 33.6538

Pages: 1 – 4

PRIMARY ACCOUNTABILITY: Works with Okanogan County Sheriff's Office Leadership and staff to provide required search and rescue program requirements. To provide quality, comprehensive and coordinated search and rescue services for Okanogan County. The duties of the Search and Rescue Coordinator include; the coordination of search and rescue volunteers, ensuring that all search and rescue program requirements are met as required under Washington State law, on-site search and rescue mission oversight, collaboration with Okanogan County Department of Emergency Management, ensuring that all volunteers meet minimum standards, ensuring that required search and rescue equipment is maintained and ready.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Maintain a search and rescue program for the Okanogan County Sheriff's Office to include oversight of search and rescue volunteers.
 1. Able to problem solve using critical thinking skills, clinical judgement abilities, visionary capabilities, creativity, patience and flexibility.
 2. Successful in managing complex situations; ability to perform triage functions and facilitate strategy and plans for successful completion of mission.
 3. Ability to work with and successfully oversee the functions of volunteers both while in the field and during training.
 4. Ongoing review and revision of volunteer's role in the search and rescue program.
 5. Ongoing management of search and rescue volunteers.
 6. Assessment of signs and symptoms that volunteers may be at risk due to inability or physical impairment.
 7. Education and support of volunteers in all phases of classroom and hands-on training including training as supplied by the Okanogan County Volunteer Search and Rescue, or Washington State required classes.
 8. Collect and maintain training data on all volunteers to ensure minimum yearly training standards are met.
 9. Maintain on-going communications with other counties, Washington State Military Department, and Washington Search and Rescue Associations.
 10. Assess, document, and implement actions required to meet search and rescue program needs.

11. Able to work with Deputies, other law enforcement agencies, and groups that provide specialized equipment for search and rescue.
12. Able to relate to and work with volunteers of all ages, non-English speaking victims and families, emotionally distressed victims and families
13. Able to cope with varying and unpredictable situations tactfully and respectfully
14. Assists in the management of the search and rescue program following established protocols and systems.
15. Utilizes search and rescue strategies, such as missing person proven theory, extraction methods, body recovery, technical rescue techniques.
16. Developing a plan for emergency volunteer response, other agency response, goals and other specific measures pertinent to any given search and rescue response.
17. Possess the ability to assess the readiness of volunteers for the task at hand. Develop plans for volunteer's success.
18. Participate in program efforts to achieve established goals and quality metrics
19. Monitors and processes voicemail, and email in a timely manner.
20. Has the ability to respond to a mission at the mission location and lead the mission to completion.
21. Works with Okanogan County Department of Emergency Management in maintaining volunteer records and the county wide volunteer search and rescue emergency call out system.
22. Acts as liaison between Okanogan County Sheriff's Search and Rescue and other counties and search and rescue groups and associations.
23. Assists in procuring and maintaining equipment.

2. Attendance

1. Ensures attendance and hours worked are accurately recorded in computerized timekeeping system
2. Properly manages PTO hours.
3. Responsible for regular, predictable attendance and to work hours as scheduled, which may include evenings or weekends

GENERAL DEVELOPMENT

1. Requires more advanced organizational skills, in order to organize projects or the work of others, both Sheriffs' staff and volunteer personnel.
2. Job duties require the ability to work independently and as part of a team
3. Job responsibilities require individual development of priorities for effective performance of duties, including re-prioritization in response to changes in circumstances.
4. Employees are expected to determine an effective response to situations encountered with established precedent.

Attachment A

5. Requires consideration of the impact of own work product on other employees involved in the workflow
6. This position exercises leadership over others, and includes some supervisory authority over the actions of volunteer search and rescue personnel assisting with search and rescue missions.

PROFESSIONAL & TECHNICAL KNOWLEDGE

Job duties require knowledge and training in the field of law enforcement. Job experience working with law enforcement and volunteers. Previous search and rescue experience preferred.

LICENSES AND CERTIFICATIONS

TECHNICAL SKILLS

1. Ability to prepare basic correspondence and simple reports using computer.
2. Ability to create, send and manage email.
3. Ability to access web-based applications and other computer programs.
4. Fully functional in use of Windows based programs.

COMMUNICATION SKILLS

- 1) Employee is required to effectively communicate using core communication values:
 - (a) Respect—using manners and appropriate language; maintaining a person’s dignity and confidentiality; giving credit where due; asking others for their input and feedback
 - (b) Empathy—to show someone you understand what they are feeling without judgment; engaged listening with no distractions; acknowledgment and paraphrasing; eye contact
 - (c) Genuineness—tone of voice and body language are congruent; showing consistent behaviors over time; integrity (follow-through and follow-up); humility (admitting when a mistake is made)
 - (d) Specificity—what details can you give so someone knows what “excellence” looks like; models or samples; one-on-one mentoring; alternate plans
- 2) Job duties require employee to provide excellent customer service to all internal and external customers.
- 3) Job duties require employee to effectively communicate complex and/or technical information to co-workers and others.
- 4) Job duties require the effective communication of information in written (including electronic) correspondence.
- 5) Duties require employees to effectively convey technical information to non-technical audiences.

WORK ENVIRONMENT

Work is performed primarily in a office/outdoor setting.

TYPICAL PHYSICAL DEMANDS

Physical Requirements	N/A	Rarely	Occasionally	Frequently	Regularly
-----------------------	-----	--------	--------------	------------	-----------

Attachment A

		(1-12%)	(13-33%)	(34-66%)	(67-100%)
Standing				x	
Walking			x		
Climbing		x			
Sitting				x	
Stooping / Kneeling		x			
Lift/Carry up to 15 lbs.		x			
Lift/Carry up to 30 lbs.		x			
Lift/Carry up to 50 lbs.		x			
Push/Pull up to 25 lbs. of exertion		x			
Push/Pull up to 50 lbs. of exertion		x			
Work below waist level		x			
Work at waist to shoulder level				x	
Work above shoulder level			x		
Reach further than arm's length				x	
Fingering					x
Grasping / Holding				x	
Talking					x
Hearing					x
Seeing					x
Work in confined spaces			x		
Exposed to extreme temperatures				x	
Operate tools or machinery (incl. office equip.)					x
Operate motorized vehicles/equipment			x		
Work at heights balancing	x				
Use/exposed to hazardous substances		x			

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Signature below acknowledges that I have received a copy of my job description.

Employee Signature Date

Supervisor Signature Date