

Job Summaries for Executive Committee Positions

Beaverton CERT, revised 06/11/17

Knowledge, Skills, and Abilities for All Positions

- detailed understanding of CERT operations and extensive practical experience
- excellent written & verbal communication
- high-level interpersonal skills
- excellent analytical thinking and problem-solving skills
- ability to recognize personal limits and delegate appropriately
- ability to prioritize and complete multiple tasks efficiently
- detailed-oriented
- ability to adapt to rapid changes in priorities as required by outside factors or fluctuations in daily workload

Job Summary for Deputy Supervisor

- receive first notice of activation
- ensure projects align with CERT vision and core values
- refer long-term objectives and goals to Steering Committee for deliberation
- review and assess incoming requests for CERT involvement in events and projects
- represent CERT interests and involvement in projects with outside agencies
- coordinate with BSD & BPD on Reunification program
- be readily accessible, in person or via phone/email, to respond to the needs of our partners and volunteers
- set direction of program objectives
- oversee special projects as delegated to CERT by Emergency Management
- oversee CERT administration, programs, and operations
- coordinate Steering Committee meetings

Job Summary for Deputy Supervisor of Support

- receive first notice of activation
- ensure projects align with CERT vision and core values
- refer long-term objectives and goals to Steering Committee for deliberation
- review and assess incoming requests for CERT involvement in events and projects
- represent CERT interests and involvement in projects with outside agencies
- coordinate with BSD & BPD on Reunification program
- be readily accessible, in person or via phone/email, to respond to the needs of our partners and volunteers
- assume duties of chair as needed
- manage day-to-day activities such as email correspondence, data entry, record keeping, and logistics

- manage CERT involvement with the Basic Training Course
- control information in the database and on the website
- manage record keeping, documentation, and bulk email correspondence

Job Summary for Deputy Supervisor of Programs

- receive first notice of activation
- ensure projects align with CERT vision and core values
- refer long-term objectives and goals to Steering Committee for deliberation
- review and assess incoming requests for CERT involvement in events and projects
- represent CERT interests and involvement in projects with outside agencies
- coordinate with BSD & BPD on Reunification program
- be readily accessible, in person or via phone/email, to respond to the needs of our partners and volunteers
- assume duties of chair as needed
- Guide and mentor coordinators of Special Teams by assisting with organization, identifying team goals, and building depth in their team
- Guide and mentor the GeoTeam Coordinators by assisting with organization, finding team leads, and coordinating activities in geographic teams
- Analyze the effectiveness and efficiency of each team and identify opportunities for continuous improvement
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