

**Kitsap County ARES/RACES/ACS
Position Description
Unit Manager**

- Organization:** Kitsap County ARES/RACES/ACS
Amateur Radio Emergency Service (ARES)
Radio Amateur Civil Emergency Service (RACES)
Alternate Communications System (ACS)
- Position Title:** ARES Emergency Coordinator (EC)
RACES Radio Officer (RO)
ACS Program Manager
(Assigning one person to the three roles is recommended;
however, the roles can be split and assigned to different people.)
- Reports to:** (ACS) Kitsap County Department of Emergency Management
(ARES) ARRL Western Washington Section Manager
(ARES) ARES Section Emergency Coordinator
(RACES) Washington State RACES Section Manager
- Purpose:** Coordinate the activities of the unit at the county level.
- Responsibilities:** Coordinate between unit and Kitsap County Department of Emergency Management. Coordinate between unit and state ARRL, ARES, and RACES managers. Manager and coordinate the activities of the unit at the county level. Recruit new members. Provide mentoring, guidance, and training at the unit level. Set overall objectives for the unit and measure progress towards those objectives. Set overall objectives for the unit at the county level and measure progress towards those objectives. Work with various civilian and government organizations and agencies within the operational area, at both management and field personnel levels, to achieve goals of unit and the supported organizations and agencies.
- Qualifications:** Experience with emergency communications, management and technical leadership. ARES EC role requires ARRL membership.
- Time Commitment:** To be effective, position needs a long-term commitment, being on-call and on-going participation and leadership of unit activities such as training, drills, in person meetings and meetings on on-the-air radio communications nets. Requires working with various civilian and government organizations and agencies, at both management and field personnel levels.