



Position Description

EMERGENCY SERVICES COORDINATOR

DEFINITION

The Emergency Services Coordinator plans, analyzes, and develops the City's emergency plans, response operations, relief, recovery mitigation and preparedness programs; develops training and exercises for City employees in preparation of a disaster response; represents the City at meetings with State, County and regional representatives, and performs related work as required. This position is designated as Fair Labor Standards Act (FLSA) exempt.

SUPERVISION RECEIVED

Receives general direction from the City Manager or designee.

SUPERVISION EXERCISED

None generally. May supervise temporary or contract workers and/or emergency service workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative only)

Research, develop, coordinate and maintain a comprehensive emergency disaster preparedness plan for the City. Coordinate and arrange staff training in emergency preparedness and response in accordance with federal and state mandates, design and execute citywide disaster preparedness drills and simulation exercises.

Serve as the City liaison with federal, state and local organizations associated with emergency preparedness and management. Collect data and monitor natural disasters, hazardous spills, and similar situations. Work with other City departments to develop and disseminate information and educational material.

Assist with the utilization of emergency response personnel, equipment and supplies during emergencies.

Ensure readiness of the City's Emergency Operations Center and associated personnel.

Prepare damage assessments and assist in recovery efforts including submittal of appropriate documents for reimbursement from State or other agencies.

Research and apply for grant funding regarding emergency preparedness programs and equipment.

Conduct legislative analysis of disaster preparedness and related legislation.
Prepare checklists and emergency procedures manuals.

Make presentations to citizen groups, schools, and local businesses in preparing for and recovery from emergencies and disasters.

Train, coordinate, and liaison with Citizen Emergency Response Teams (CERT) within the community.

Act as City representative at regular meetings with the various emergency service provider groups in the County including the Emergency Managers Association, the San Mateo County Office of Emergency Services, and the County's Joint Powers Authority (JPA) Emergency Services Council.

Act as liaison with the City's Community Preparedness Committee.

Maintain records and develop reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required.

Monitor program compliance with laws, rules and regulations related to provision of emergency preparedness and related services.

Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.

Maintain awareness of new developments in the field of emergency preparedness and disaster relief; incorporate new developments as appropriate into programs.

Develop and maintain the Hazard Identification and Vulnerability analysis (realistic risk-base). Develop and maintain resource inventory (vendor and resources) lists.

Develop staff training and exercises that are compliant with the Department of Homeland Security Exercise and Evaluation Program (HSEEP).

MINIMUM QUALIFICATIONS

Knowledge of:

Theories, principles and practices of emergency program planning, development, activities and techniques in areas such as flood protection, firefighting, evacuation and relocation, shelter management, disaster communications, radiological and nuclear defense and hazardous materials incidents; interrelationships, responsibilities, goals and functions of local, state and federal government in planning, conducting and

implementing emergency services; logistics and operations planning techniques to coordinate and evaluate methods of service delivery of emergency personnel and materials; Management Information Systems and computer applications; training techniques for development of emergency service personnel; techniques for analysis and assessment of the types and extent of damages caused by various types of disasters; governmental responsibilities, programs and response plans for hazardous material spills, pandemic outbreaks, disasters and/or nuclear emergencies; current technology and trends in the profession; principles and practices of organization and administration; pertinent federal, state and local laws, codes and regulations; disaster management recovery; Standardized Emergency Management System / Incident Command System SEMS/ICS model for emergency program development, Emergency Operations Center (EOC) functions and operations, implementation and monitoring techniques.

Ability to:

Develop, manage, coordinate and implement emergency services plans, policies and procedures; coordinate and monitor activities of emergency personnel including training, equipment and supplies; prepare and edit comprehensive reports, correspondence and plans involving detail, statistical and other data or instructions; read, interpret and follow regulations and directives; identify emergency and safety exposures; analyze and recommend loss mitigations, prevention and control strategies, policies and programs; develop and implement emergency and education activity programs and training; effectively communicate orally and in writing; establish and maintain effective working relations with individuals, groups and public agencies; interpret state and federal rules, regulations and directives governing disaster and emergency services; prepare and edit comprehensive reports and plans involving detail coordination; assess the customer's immediate needs and ensure customer's receipt of needed services; work effectively and be sensitive to the cultural diversity of the community.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with Bachelor's degree in emergency management, public administration, business administration or a related field; and at least five (5) years of professional experience in disaster or emergency management which includes public sector preparation, response and event management.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid California Driver's License.

Completion of Incident Command System (ICS) coursework in ICS 100, 200, 300, 400, IS 700 & 800 as outlined by the Federal Emergency Management Agency (FEMA). Successful completion of FEMA or Office of Emergency Services (OES) Master

Exercise Program Practitioner training. Possession of a Certificate of Emergency Management or its equivalent, issued by the International Association of Emergency Managers, or a comparable recognized management association is highly desirable.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word processing, spreadsheet, presentation and data base software; 10-key calculator; phone; copy machine; fax machine; and vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and maintain sustained posture in a seated or standing position for prolonged periods of time; occasionally lift and/or move up to 25 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; walk over uneven surfaces; exposure to outdoor elements and confined work spaces, electrical hazards, grease, airborne particles, gases, chemicals, dust and mechanical hazards associated with construction, maintenance and repair activities; manual and physical dexterity to operate a phone, computer keyboard, and office equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office and/or field setting. Ability to travel to different sites to respond to emergency scenes, disasters or critical incidents; ability to travel outside of city boundaries to attend meetings, training, or assist other agencies; work protracted and irregular hours and evening or weekend attendance to meetings or participation in specific projects or programs; work occasionally near moving mechanical parts, in areas of limited and restricted entry and exit, and in high precarious places; work where noise level is usually moderate but will be loud when at incidents, and available to be on-call for response to emergencies on a 24 hour basis, seven days a week.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required, including but not limited to polygraph, psychological and medical examinations.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Revision History