

**City of San Rafael
Job Class Specification**

Job Title: Emergency Management Coordinator

SUMMARY:

Under general supervision, coordinates activities associated with emergency management and related emergency services through the Fire Department. Coordinates emergency management initiatives and hazard prevention activities; develops and presents emergency management public safety educational outreach; prepares, implements, and maintains emergency preparedness programs that may include City employees and the community; prepares emergency management public information; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a single class position that will work as a miscellaneous (non-safety) employee within the Fire Department. This position receives direct supervision from the Fire Command Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list below is intended to be illustrative and does not represent an exhaustive list of work duties and responsibilities; other duties are included as assigned:

- Research, summarize, and make recommendations for developing and/or modifying the City's Emergency Operations Plan.
- Assist in the development and maintenance of the City's Emergency Operations Center (EOC) and alternate EOC, as well as other emergency facilities, equipment, and vehicular needs.
- Coordinate the development of Emergency Action Plans with other governmental agencies, the public, Red Cross, PG&E, or others, as applicable.
- Coordinate the development, implementation, and maintenance of various community based emergency preparedness programs (i.e. CERT; Get Ready; Ready, Set Go).
- Coordinate the development of emergency prevention, and emergency management, public education programs.
- Present and assist in presenting emergency prevention, and emergency management, public education and training programs; speak to groups of various ages, educational levels and socio-economic backgrounds.
- Provide consultation services and evaluations regarding emergency, environmental, and fire safety coordination activities.
- Assist community, volunteer, educational or other public and private groups with emergency prevention, preparedness and safety.
- Seek and participate in the development of various emergency management grants for equipment, training, facilities, vehicular needs, and/or support services.
- Coordinate with Federal, State, County and other local emergency management organizations.
- Utilize standard personal computer software, including word processing and spreadsheet programs, develop a variety of forms, reports, and statistical analysis; and use software tools to evaluate program effectiveness and develop alternative solutions.
- Work with volunteers, coordinate their activities, provide instructions and motivation; ensure volunteer activities are effective and provide appropriate recognition.
- Maintain accurate records and files; prepare a variety of statistical and narrative reports, including incident status reports for reimbursement by state and federal agencies.
- Serve as a support team member in the EOC during emergency or disaster response situations.
- Assist in the development of agreements with allied agencies and vendors to commit personnel, equipment and other appropriate resources that will provide support to the City during emergencies.
- Assist in the training of City staff in the purpose of, and their roles within, the Incident Command System (ICS), Standard Emergency Management Systems (SEMS), National Incident Management System (NIMS), and their duties as emergency service workers during an emergency event.
- Work hands on with other Fire Department staff to provide assistance to the public with emergency, environmental and fire safety issues.
- Coordinate special fire safety, environmental and emergency management projects as assigned.

- Coordinate with other governmental agencies, the public and stakeholders to gain and maintain effective working relationships and communication during an emergency incident.

KNOWLEDGE OF:

- Emergency, environmental and fire hazard prevention.
- Principles and practices of emergency management, including hazard identification, mitigation and disaster preparedness, response and recovery.
- California Standardized Emergency Management System (SEMS), Incident Command System (ICS) and the National Incident Management System (NIMS).
- Emergency Operations Center (EOC) structure and operating procedures.
- Emergency operations communications systems.
- State and Federal damage reporting and reimbursement procedures.
- Accounting, budgeting, and contract principles and methods.
- Principles and practices of program coordination, development, administration and evaluation.
- Office procedures, methods and equipment including MS Office computer software programs, such as word processing, spreadsheets and databases.
- Injury and illness prevention practices (IIPP).
- Pertinent federal, state and local laws, codes and regulations.
- Preparing and presenting public information; teaching; and public speaking.

ABILITY TO:

- Be self motivated, work independently to complete assigned duties and responsibilities in a timely manner.
- Prepare and present detailed emergency management plans and procedures.
- Develop and present training programs for staff and the public that addresses emergency management systems, procedures and response.
- Develop and coordinate emergency management exercises.
- Interpret and explain emergency management services, policies and procedures.
- Interpret and apply federal, state and local laws, rules and regulations.
- Learn and retain local geography and resources as they relate to emergency management planning and operations.
- Stay abreast of emergency management requirements and standards.
- Analyze and evaluate new program techniques.
- Prepare clear and concise reports; express ideas and communicate clearly and concisely, both orally and in writing.
- Coordinate, train, oversee and evaluate staff and volunteers.
- Logically and creatively utilize a variety of analytical techniques to solve complex emergency management challenges.
- Gain the respect, confidence and cooperation of City employees and the public and maintain effective working relationships with those contacted in the course of work.
- Participate in the development and administration of department goals, objectives, procedures and budgets.
- Work cooperatively with the public and emergency response agencies.
- Identify and analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Build and maintain positive working relationships with stakeholders to ensure that assigned emergency management coordination efforts are successful.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be equivalent to a Bachelor's degree from an accredited college or university with major course work in emergency management, fire management, public administration, or a related field; and/or three years of technical-level experience in an organization performing emergency management, disaster planning, and/or response, which has provided knowledge of emergency management concepts, terminology and basic procedures. Or an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the job as listed.

SPECIAL REQUIREMENTS:

Must possess and maintain a valid California Driver's License with a satisfactory driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment includes performing activities in the natural environment and the constructed environment.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, feel or hold; reach with hands and arms; and talk, hear, taste, or smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee may be required to walk on trails or up and down steep inclines off trails. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus; and vision sufficient to read computer screens and printed documents with, or without, correction. Hear within the normal audio range with, or without, correction. The employee must have sufficient physical ability to work in an office setting and operate office equipment.

Employee will be issued personal protective equipment (PPE) and is responsible for using the proper PPE in the appropriate environment. Examples of PPE may include a hardhat, hearing protection for noisy environments, eye protection, dust mask or respirator and safety shoes.

While performing the duties of this job, the employee is regularly working in an office environment. The noise level in the office work environment is relatively quiet. However, during outdoor operations there may be conditions with elevated noise levels, odors or smoke may be present, with heavy machinery nearby.

FLSA Status: Non-exempt
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Approved Date: xxxx