



**WE ARE
HIRING**



SLEEPY HOLLOW
FIRE PROTECTION DISTRICT



Town of Ross
California



TOWN OF
SAN ANSELMO
EST. 1902

ROSS VALLEY FIRE DEPARTMENT

seeks to fill the position of a

EMERGENCY PREPAREDNESS COORDINATOR

*For more information about this exciting opportunity, please visit:
<https://www.rossvalleyfire.org/about/employment>*

IMPORTANT DATES:

opens 03.01.21 closes 04.27.21 5:00 pm

Inquiries: mgonzalez@rossvalleyfire.org 415-258-4686 x10

Emergency Preparedness Coordinator

SALARY RANGE

Full-Time (40 hours per week) / Fixed-Term Position

\$5,458 - \$5,731 per month (DOE)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within a job.

DEFINITION

Under general direction, serves as valley-wide coordinator of a range of activities associated with emergency preparedness. Coordinates emergency preparedness initiatives and community resiliency activities among local, State and Federal agencies; develops and presents emergency preparedness public safety educational outreach programs and materials; prepares, implements, and maintains emergency preparedness programs that may include municipal employees and the community; and performs related work as required.

CLASS CHARACTERISTICS

This is a single class position that will work as a miscellaneous (non-safety) employee under the Ross Valley Fire Department's direction. Under general supervision, the incumbent has overall responsibility for developing valley-wide emergency resiliency and preparedness.

EXAMPLE OF DUTIES: (Illustrative Only) Note: The following duties are performed by employees in this classification. However, employees may perform other related duties at an equivalent level.

- Coordinate the development, implementation, and maintenance of various community-based emergency preparedness programs (i.e., wildfire preparedness, NRG, Get Ready; CERT, and Disaster Councils)
- Coordinate the development of emergency prevention and emergency management public education programs and materials among Towns and District
- Present and assist in presenting community resiliency and emergency preparedness public education and training programs; speak to groups of various ages, educational levels, and socio-economic backgrounds
- Provide consultation services and evaluations regarding emergency preparedness
- Assist community, volunteer, educational, or other public and private groups with emergency prevention and preparedness
- Seek and participate in the development of various emergency management grants

Emergency Preparedness Coordinator

- Coordinate with Federal, State, County, Cities, Towns, and other local emergency management organizations
- Utilize standard personal computer software, including word processing and spreadsheet programs; develop various 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 various statistical and narrative reports, including incident status reports for reimbursement by state and federal agencies
- Serve as a support team member in the Emergency Operations Centers during an emergency or disaster response situations
- Assist in the developing agreements with allied agencies and vendors to commit personnel, equipment, and other appropriate resources to support the Municipalities during emergencies
- Coordinate with other governmental agencies, the public, and stakeholders to gain and maintain effective working relationships and communication

MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying or an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the job as listed:

Knowledge of:

- Principles and practices of emergency management, and emergency preparedness, response and recovery
- California Standardized Emergency Management System (SEMS), Incident Command System (ICS) and the National Incident Management System (NIMS).
- Emergency operations communications systems
- State and Federal volunteer regulations and reporting and reimbursement procedures
- Principles and practices of program coordination, development, budgeting, administration, and evaluation
- Office procedures, methods and equipment including MS Office computer software programs, such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local laws, codes and regulations
- Preparing and presenting public information; teaching; and public speaking.
- Principles and practices of supervision and training

Emergency Preparedness Coordinator

Ability to:

The candidate must be capable of carrying out all items in both emergency and non-emergency situations.

- Be self-motivated, work independently to complete assigned duties and responsibilities promptly
- Develop and present training programs for staff and the public that address emergency management systems, procedures and responses
- Develop and coordinate emergency preparedness exercises
- Interpret and explain emergency preparedness 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 preparedness planning and operations
- Stay abreast of emergency preparedness 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 volunteers
- Logically and creatively utilize a variety of analytical techniques to solve complex emergency preparedness challenges
- Gain the respect, confidence, and cooperation of municipal leaders and the public and maintain effective working relationships with those contacted in the course of work
- Participate in the development and administration of 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 to support goals
- Research, analyze, and evaluate new service delivery methods and techniques
- Build and maintain positive working relationships with stakeholders to ensure that assigned disaster preparedness coordination efforts are successful

CERTIFICATES/LICENSE

Obtain prior to and maintain a valid California Driver's License with a satisfactory driving record.

Possession or ability to obtain a Healthcare Provider CPR certificate issued by a training center approved by the California EMS Authority. Healthcare Provider cards issued by the American Heart Association and the American Red Cross meet the CPR requirement.

Emergency Preparedness Coordinator

SPECIAL REQUIREMENTS

Required to work on some weekends and evenings; work at any location in the County; attend meetings and classes both; work under various adverse and hazardous conditions; perform routine and repetitive work; personally maintain all certifications and licenses required for job class, assist in training agency employees; wear uniform; and maintain clean and neat appearance.

PHYSICAL REQUIREMENTS

The physical demands described here represent those that an employee must meet 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.

The employee will be expected to wear 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, there may be conditions with elevated noise levels during outdoor operations, odors or smoke may be present, with heavy machinery nearby.

In emergencies, the employee may be required to work under significant pressure, be subjected to extended work hours, and be on-call in case of emergencies.