



## Emergency Manager

---

### Summary

Under administrative direction, plans, coordinates, and administers the City's Emergency Management Program. Maintains, updates and coordinates the City's emergency operations plan, local hazard mitigation plan, continuity of operations plan and disaster recovery plan. Responsible for emergency management programs, operations, grants, and budgets; develops and coordinates educational and training programs; promotes community disaster resiliency through preparedness mitigation, response and recovery operations; and performs related work as required.

### Class Characteristics

This is a single class position that works as a non-safety management employee within the Fire Department. The position receives direct supervision from the Fire Command Staff and coordinates frequently with the City Manager's Office. Responsibilities include interaction and interdepartmental collaboration with all City departments and may include indirect and direct supervision of professional, technical, administrative support and contract personnel.

The position provides technical expertise in the development and maintenance of emergency response plans; develops and implements related preparedness, public education, and training programs; and develops and maintains partnerships with local, county, state, and federal agencies, non-profit organizations, and community groups involved in emergency preparedness and disaster planning. Exercises considerable independent judgment and initiative in the creation and implementation of this important program.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.*

#### Duties:

Develops emergency management budget, division goals and objectives, including community resiliency strategy. Plans, coordinates, maintains and implements the emergency operations plan and local hazard mitigation plan.

Updates emergency response procedures based on regulatory changes, technology changes, or knowledge gained from outcomes of previous emergency situations.

Creates and maintains policies, procedures and standard operating procedures for executive management and elected officials to use during an emergency.

Works with operational area leaders and city departments to develop and maintain a community-based comprehensive hazards risk assessment and develops, prioritizes, and implements disaster prevention and mitigation plans and programs in partnership with City departments.

## Emergency Manager

---

Stocks and maintains supplies and develops activation procedures for the Emergency Operations Center (EOC); schedules regular testing to ensure operational efficiency; works with appropriate City staff to conduct inventories of departmental operation centers.

Assesses citywide training needs; develops and tracks exercises for EOC staff and City employees; conducts citywide disaster exercises and drills.

Activates sections of the emergency plan at the direction of the City Manager and provides technical assistance and support for the City Manager or designee during emergency events and EOC operations.

Develops and conducts disaster preparedness and response briefings as well as education programs to residential, commercial, and civic organizations; promotes community hazard awareness and disaster education programs.

Manages and provides training to Citizens Organized to Prevent Emergencies (COPE) program.

Confers with and negotiates agreements with public, non-profit, and private sector resource agencies for support to the city before, during, and after a declared emergency.

Serves as liaison with federal, state, and local agencies; staffs and serves on committees with other departments, outside agencies, commissions, and emergency management groups and coordinates the activities of the programs within the City and with agencies concerned with emergency management, including external community groups.

Establishes, promotes, and maintains effective outreach with community organizations, schools, the business community and other community-based groups with the goal of encouraging public participation and integrated emergency preparedness and response plans.

Confers with state and federal emergency management representatives in support of City emergency management activities and monitors and interprets legislation and regulations applying to emergency preparedness.

Prepares and administers the program's budget; monitors federal and state disaster reimbursement programs; oversees the expenditure of funds; and researches, prepares, and monitors grants related to emergency preparedness.

Coordinates fund recovery efforts during declared disasters; coordinates with Federal Emergency Management Agency (FEMA) and/or Governor's Office of Emergency Services (CalOES) representatives; prepares and submits required documents.

Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Selects and manages consultants and contractors; develops and administers contracts.

Builds and maintains positive working relationships with coworkers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

## Emergency Manager

---

### Skills/Abilities:

Interprets, understands and applies City policies and procedures, and local, state and federal regulations.

Prepares clear, concise, and accurate plans, procedures, reports, correspondence, and other written materials that conform with federal and state guidelines.

Conducts effective negotiations; tactfully and effectively represents the City in meetings with government agencies, regulatory organizations, the public, the media, community groups, vendors, and various business and professional organizations.

Effective facilitation, training and presentation skills.

Coordinates emergency management programs with other agencies for the most effective and sustainable utilization of resources.

Effectively utilizes computer equipment, specialized software applications, and technology related to the work.

Organizes and prioritizes a variety of projects in an effective and timely manner; organizes one's own work, sets priorities, and meets critical time deadlines.

Analyzes systems, administrative and management practices and identifies opportunities for improvement.

Identifies, researches, and responds to complex and sensitive questions from other City departments, outside agencies and the public.

Supervises, trains and evaluates assigned staff.

Utilizes sound judgment to make decisions in the course of work.

Applies innovation to problem solving and adapts to new and changing circumstances.

Provides leadership when necessary to effect departmental goals.

Applies principles of teamwork.

Communicates clearly and concisely, both orally and in writing.

Establishes and maintains effective working relationships with those contacted in the course of the work.

### Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to: sit, stand and walk; use a computer keyboard and mouse, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear in person and on a telephone. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. 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 (for reading and working at a computer) and the ability to adjust focus. Employees typically work in an office environment where the noise level is moderate.

## Emergency Manager

---

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.

### **Qualifications**

#### Knowledge of:

Emergency, environmental and fire hazard prevention.

Emergency management concepts, terminology, best practices and procedures.

Emergency Operations Center (EOC) structure and operating procedures, Incident Command System (ICS), and 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 Microsoft Office computer software programs.

Methods, techniques, and trends involved in the development, administration, implementation, and evaluation of emergency management training programs.

Preparing and presenting public information, teaching, and public speaking.

Functions and operations of local government.

Techniques to gain community involvement in risk assessment, disaster planning, community disaster education, and other emergency management programs.

Applicable federal and state laws related to safety, occupational hazards, and standard safety procedures.

### **Education and Experience**

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities is described below.

#### Education:

A Bachelor's degree from an accredited college or university with major course work in emergency management, fire management, public or business administration, communication, or a related field, is required. A Master's degree is desirable.

#### Experience:

Three years of technical-level experience in an organization performing emergency management, disaster planning and/or response, preferably in a municipal government setting.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Training in emergency response communications and compliance with the standardized Incident Command System (ICS) and Federal Emergency Management Agency (FEMA) requirements for disaster and emergency planning desirable.

Possession of, or ability to obtain, certification as an Emergency Management Program Specialist from the State of California, Certified Emergency Manager designation from the International Association of Emergency Managers, or equivalent certification.

Additional Requirements:

Employee may be required to work on-call, evenings, and weekends, and to respond to the City's Emergency Operations Center in the event of activation.

In accordance with California Government Code Section 3100, City of Petaluma employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

Established: 01/24/22

Resolution #: 2022-XXX N.C.S.

Department: Fire Department

FLSA Status: Exempt