

**City of San Rafael  
Job Class Specification**

## **Job Title: Deputy Director of Emergency Management**

### **SUMMARY**

Under the direction of the City Manager or designee and Fire Chief, the Deputy Director of Emergency Management manages all aspects of the City's emergency organization in conformity with local, State and Federal all-risk requirements. The Deputy Director collaborates with the City Manager, Assistant City Manager, Police Chief, Fire Chief, and other Executive Team members to develop programs and policies for the effective development, planning, control, and evaluation of City and departmental emergency management. The Deputy Director coordinates and advises on various emergency management activities and operations of the City, which may include procedural and organizational improvements, public outreach, cross-departmental, City-wide, or regional coordination, technology review or other high-level management functions. The Deputy Director works to educate and empower the whole community to prepare for disasters. The Deputy Director manages and directs division staff involved in defensible space, vegetation management, open space management and community outreach. The Deputy Director also interfaces regularly with Marin Wildfire Prevention Authority (MWPA) including managing staff and programs funded by MWPA. The Deputy Director provides support to the City Manager, Assistant City Manager and Fire Chief regarding emergency management projects, policies, goals, and priorities.

### **DISTINGUISHING CHARACTERISTICS**

This single position class is characterized by the responsibility for leading the City's emergency management program including planning, preparation, mitigation, response and recovery. The incumbent may represent the City Manager (or designee) / Fire Chief on matters of emergency management or as otherwise authorized. As such, the incumbent uses considerable independent judgment and discretion in the performance of duties. The Deputy Director provides leadership and coordinates a comprehensive emergency management process in order to maintain a high level of readiness, including support of efforts such as emergency preparedness training and guidance to help reduce the loss of life and property not only of City departments but the whole community.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Manager (or designee) and Fire Chief under a matrixed supervision model. Primary supervisor will be the Fire Chief with overall program and policy direction coming from the City Manager or designee. Exercises direction supervision over management, professional, technical and administrative personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Assists the City Manager (or designee) / Fire Chief in establishing and achieving citywide priorities, goals, and objectives for the emergency management program; assists the City Manager (or designee) / Fire Chief in strategic and long-range planning; sets milestones and implements quantifiable measurements to measure success of projects.
- Oversees emergency management services and programs; plans, organizes directs and evaluates emergency preparedness functions and programs; studies and analyzes the community's vulnerability to disaster and response capabilities; conducts systematic risk assessments; develops and implements comprehensive, long-term disaster mitigation plans and programs; coordinates with other agencies and regional efforts.
- Assures conformity of City OES programs with County, State and Federal requirements; monitors, reviews, and interprets changes in federal or state laws or regulations that impact the delivery of

emergency management programs and/or services and directs the implementation of changes to programs and services.

- Coordinates with the City Manager, Executive Team members, and City staff to support the Emergency Operations Center (EOC) through a roster of City employees and training/exercises.
- Serves as chief staff advisor during disaster response; may serve as Director of the City Emergency Operations Center and may serve as an on-call Staff Duty Officer.
- Investigates, researches and institutes best practices in emergency management;
- Provides guidance to department heads and departmental managers on emergency management matters and best practices.
- Plans, organizes, coordinates, supervises, and evaluates the performance of management, professional and technical personnel engaged in assigned emergency management activities, directly or through subordinate levels of supervision; establishes work priorities and performance standards; ensures compliance with City rules and policies; prioritizes resources and assignments.
- Interviews, selects, and ensures appropriate training and supervision of assigned staff; evaluates performance in support of the division's overall objectives; directs, coaches, and guides staff; advises subordinate managers and supervisors on appropriate handling of employee performance issues; oversees the professional development of assigned managers and staff.
- Participates in the development, and may oversee the preparation, of the division's annual budget and operational improvement plans; ensures appropriate allocation of resources; manages funding received from MWPA and ensures accountability of funding uses; researches, analyzes, and advises the City Manager (or designee) / Fire Chief of specific costs and recommendations for programs and services.
- Conducts high priority and complex work assignments; drafts and presents reports and recommendations; analyzes programs and services to continually seek program and process improvements; conducts presentations and trainings.
- Establishes and maintains liaison with appropriate governmental bodies, firms, organizations or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws in emergency management.
- Prepares reports and analysis for City Council and City Staff; may represent the City before the City Council.
- Works with other City departments to advance emergency management needs; serves on committees to represent the City's needs; represents the City to external stakeholders, including community-based organizations, schools, and the public; and acts as a liaison with department heads, employees, the media, and the public.
- Supports, develops and implements public education and engagement programs regarding emergency management and various hazards including evacuation planning and preparation; review and resolves high levels complaints received from the community.
- Coordinates with Emergency Management staff in other cities and special districts on matters of joint concern.
- Performs related duties as required.

### **Knowledge of:**

- Knowledge of Federal, State, and other codes, laws, regulations, and protocols related to disaster and emergency management.
- Knowledge of California emergency management practices and procedures.
- Modern equipment and systems utilized in emergency management including the Incident Command System (ICS), Standardized Emergency Management System (SEMS), and Geographic Information Systems (GIS), or equivalent systems.
- Conditions leading to major emergencies, their effects, mitigation, response lines, resource requirements, damage assessment, recovery methods, and safety survival procedures.
- Operation of an Emergency Operations Center.
- Federal and state emergency services programs and funding procedures
- Budgeting principles and practices.

- Methods, practices and procedures involved in the development of strategic plans.
- Long-range planning principles and practices.
- Knowledge of principles of supervision.
- Principles of management.
- Principles of organization, administration, and personnel management.
- Selecting and paying consultants.

**Ability to:**

- Organize, implement and direct emergency management operations and activities.
- Ability to work well with people, to research information, and to collect and analyze data.
- Ability to achieve the professional confidence of others and to elicit cooperation from others.
- Ability to coordinate a variety of complex tasks simultaneously.
- Ability to use public presentation and writing skills to communicate effectively and to assimilate and understand information, in a manner consistent with the essential job functions.
- Strong mediation and conflict resolution skills.
- Ability to make sound decisions in a manner consistent with the essential job functions.
- Ability to maintain mental capacity which allows the capability to exercise sound judgment and rational thinking under dangerous and stressful circumstances, evaluate various options and alternatives and choose an appropriate and reasonable course of action, and demonstrate intellectual capabilities during difficult situations.
- Interpret and apply Federal, State and local laws.
- Communicate effectively, verbally and in writing.
- Maintain a flexible, cooperative customer service attitude and work well with other departments.
- Manage a cadre of emergency management professionals and paraprofessionals.
- Manage a budget and supervise staff.

**EDUCATION AND/OR EXPERIENCE:**

Any combination of education and experience that would provide the required knowledge, skill and ability outlined above is qualifying. A typical way to obtain such knowledge, skill and ability is:

A Bachelor’s Degree in emergency management, public safety, business, or public administration, or a closely related field. A Master’s Degree in emergency management is desirable. Six years of increasingly responsible experience performing emergency management, law enforcement, fire/EMS or related field preferably including supervisory/management experience. Completion of required Federal Emergency Management Agency (FEMA) courses: IS 100, 200, 300, 700, and 800. Possession of an Associate or Certified Emergency Manager Credential from the International Association of Emergency Managers or similar State credential is desirable. Ability to obtain a valid California Driver’s License upon hire

**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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 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.

**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.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is exposed to outside weather conditions from time to time. The noise level in the work environment is usually moderate.

Prepared By: MRG Consulting  
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Approved:  
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Revised By: