

CITY OF SIMI VALLEY

EMERGENCY SERVICES COORDINATOR

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

SUMMARY DESCRIPTION

Under direction, leads, oversees, and coordinates assigned programs and projects within the City's Office of Emergency Services; supervises the work of assigned staff and volunteers; implements program goals and objectives; and performs a variety of administrative and professional tasks in support of assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, oversee, and coordinate assigned emergency services activities including a variety of mitigation, preparedness, response, and recovery programs and projects.
2. Oversee and direct the City's Disaster Service Worker (DSW) Team including the development of policies and procedures; recruitment, training, evaluation and retention of team members; selection and training of team leaders. Develop mission parameters and team qualifications for a variety of response and preparedness operations, including search and rescue, damage assessment, shelter operations, Community Points of Distribution (CPOD) management, Emergency Operations Center (EOC) support, and various community education programs; ensure team member safety. Ensure compliance with National Incident Management System (NIMS), Occupational Safety and Health Administration (OSHA), and State DSW regulations and City policies.
3. Identify, acquire, issue, maintain, and replace a variety of DSW Team equipment and supplies, including vehicles, trailers, generators, lighting systems, response tools, a citywide two-way radio system, personal protection equipment, and uniforms.
4. Oversee and direct the City's Community Emergency Response Training (CERT) program, including coordination with the Ventura County Fire Department to secure instructors and facilities to conduct training; acquire and issue equipment; development of policies and procedures; marketing of the program, administration of academies, retention of records and the development of ongoing refresher training programs; ensure participant safety.
5. Serve as the EOC Coordinator in EOC activations. Facilitate EOC operations, including EOC unit support, action planning, situational awareness, resource management, use of the mutual aid system, use of various software applications (WebEOC, VSAT, GIS, mass notification systems), damage assessment reporting, Joint Information Center operations, and coordination with outside agency representatives. Advise City leadership during critical events, crises, and disasters.
6. Implement community disaster preparedness programs including the annual Emergency Preparedness Expo and the Emergency Services speakers program; utilize social media and the City's website for marketing and outreach; coordinate with county, state, and federal programs to leverage impact and ensure message consistency.

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7. Implement the City's internal disaster readiness programs, including the Ready Responder program, departmental emergency planning, and employee participation in the CERT program.
8. Oversee and direct the City's CPR/first aid program; recruit, select, and train instructors; schedule classes and coordinate class signups with City departments; ensure mandated employees receive OSHA-approved training; coordinate curriculum and certifications with the American Red Cross.
9. Operate the City's emergency public information systems (on call status), including the mass emergency notification system, AM radio system, and social media for police, fire, and emergency management critical incidents.
10. Oversee and manage the City's disaster supplies cache and CPOD program. Monitor supplies, conduct inventories, develop acquisition and replacement schedules, produce reports, and specify and purchase supplies. Develop and exercise CPOD procedures.
11. Provide 24/7 emergency management duty officer support in conjunction with the Emergency Services Manager. Respond to Incident Command Posts, coordinate significant emergency situations, provide emergency management services to various City departments, and other agencies.
12. Participate on the City's Emergency Planning and Hazard Mitigation Planning Teams. Contribute to the development of the Emergency Operations Plan and the Multi-Hazard Mitigation Plan by providing input, writing plans, presenting agenda items, and chairing committees in conjunction with the Emergency Services Manager.
13. Teach emergency management classes, including ICS (Incident Command System), NIMS, SEMS (Standardized Emergency Management System), and EOC operations; coordinate classes, create schedules, and maintain student records.
14. Monitor program performance; recommend and implement modifications to systems and procedures.
15. Develop relations with outside organizations including local, state, and federal fire suppression organizations, the state Office of Emergency Services, Ventura County Sheriff's Department, Red Cross, school districts, and utility companies; maintain close working relationships to ensure rapid and coherent response in emergency situations.
16. Conduct presentations to the City Council, the public, employees, and emergency management groups, as necessary.
17. Make emergency management policy recommendations and capital acquisition recommendations to the Emergency Service Manager for City Council consideration; manage assigned capital acquisitions, including policy development, funding, specification development, bidding/purchasing procedures, and project management.
18. Participate in the preparation and administration of the Emergency Services strategic plan and budget; submit budget recommendations; monitor expenditures.
19. Maintain awareness of new developments in emergency management; incorporate new developments as appropriate into programs; attend local, state, and federal emergency management meetings and conferences to coordinate programs, represent the City, and maintain knowledge and skills.
20. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive emergency management program.
Multi-discipline field emergency operations management, including police, fire, emergency medical services (EMS), Red Cross, and public works.
City-wide services and processes related to assigned programs.
Principles and practices of supervision and training.
Public safety response and coordination.
Disaster management and recovery.
Principles and practices of emergency management program development and implementation.
Concepts of emergency management at all levels of government.
Intergovernmental relations and political processes.
Methods and techniques of disseminating information and soliciting public support.
Recent developments related to emergency management programs.
Principles and practices of social media platforms (i.e., webpages, twitter, facebook, instagram, periscope, google+, vimeo, youtube) used for the delivery/receipt of information, marketing, public messaging, and emergency notifications.
Basic procedures, methods, and techniques of budget preparation and control.
Modern office equipment including computers and applicable software applications.
Pertinent federal, state and local laws, codes, and safety regulations.

Ability to:

Develop, manage, and coordinate emergency management programs.
Remain calm and effective during emergencies.
Lead, direct, and monitor the work of assigned staff during both routine and emergency operations.
Recommend and implement goals and objectives for providing emergency services and training.
Elicit community and organizational support for emergency management programs.
Conduct emergency management training within City departments and outside agencies.
Manage and coordinate community education programs.
Respond to field emergencies and coordinate the response of City resources in significant emergency operations.
Assist in writing and revising emergency plans.
Analyze state and federal legislation and recommend appropriate changes to City policy.
Interpret and explain City policies and procedures.
Make persuasive presentations in political, professional, and public environments.
Assist in preparing and administering program budgets.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Work independently in the absence of supervision.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *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:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration or a related field.

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Experience:

Two years of increasingly responsible experience performing emergency preparedness activities.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver license.

Completion of the following Incident Command System (ICS) courses within six months of employment: ICS-100, ICS-200, ICS-300, ICS-400, IS-700, IS-800.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Office and field environment; travel from site to site.

Physical: Sufficient physical ability to work both in an office setting and operate office equipment and to operate for extended periods at field command posts in all weather conditions; to perform light to moderate lifting and carrying; standing, walking or sitting for prolonged periods of time; mobility to operate in an Emergency Operations Center and field incident command post in austere conditions; operating motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Established: December 2015