

CITY OF SIMI VALLEY

EMERGENCY SERVICES MANAGER

*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 operations and services of the City's Office of Emergency Services within the Police department; 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 emergency service activities including developing, implementing and maintaining the City's emergency preparedness and disaster relief programs; advise City leadership during critical events, crises and disasters.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing emergency preparedness services; implement policies and procedures.
3. Monitor program performance; recommend and implement modifications to systems and procedures.
4. Develop and conduct emergency management training sessions with other City departments and outside agencies.
5. Develop relations with outside organizations including local, state and federal fire suppression organizations, the state office of emergency services, county sheriffs department, red cross, school districts, and utility companies; maintain close working relationships to ensure rapid and coherent response in emergency situations.
6. Oversee and direct a variety of emergency related community education programs including disaster preparedness programs and AM radio classes.
7. Coordinate, research, locate and administer a variety of grants including Federal Emergency Management Administration (FEMA) grants.
8. Prepare and present staff reports to City Council and various committees; make public presentations as necessary.
9. Develop emergency management policy recommendations and capital acquisitions for City Council consideration.
10. Respond to and coordinate significant emergency situations; provide emergency planning consulting services to various City departments, local businesses and other agencies.

11. Develop and oversee the City's emergency operations center; evaluate regular and emergency communication systems; make recommendations as appropriate.
12. Promote and coordinate specific activities within the emergency services program; prepare program event and facility marketing materials including news releases, flyers, schedules of events, pamphlets and brochures.
13. Organize, schedule and implement emergency preparedness activities and other related programs including the City's annual Emergency Preparedness Expo and the operation of the Community Emergency Response Team program.
14. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for disaster relief programs; maintain and file emergency preparedness reports; prepare statistical reports as required.
15. Monitor program compliance with laws, rules and regulations related to provision of emergency preparedness and related services.
16. Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.
17. Develop survey instruments; conduct surveys of program participants to determine participant needs; interpret and record survey results; implement program changes in response to results.
18. Maintain awareness of new developments in the field of emergency preparedness and disaster relief; incorporate new developments as appropriate into programs.
19. 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 an emergency services and disaster relief program.
City-wide services and processes.
Principles and practices of supervision and training.
Public safety response and coordination.
Disaster management and recovery.
Principles and practices of emergency service program development and implementation.
Concepts of emergency activities at various levels of government.
Intergovernmental relations and political processes.
Methods and techniques of disseminating information and soliciting public support.
Recent developments, current literature and information related to emergency preparedness and disaster relief.
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 preparedness and disaster relief programs.
Supervise and monitor the work of assigned staff.
Recommend and implement goals and objectives for providing emergency services and training.
Elicit community and organizational support for emergency service programs.

Conduct emergency management training within City departments and outside agencies.
Manage community education programs.
Respond to field emergencies and coordinate the response of City resources in significant emergency operations.
Write and revise 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.
Prepare and administer program budgets.
Apply for and administer grants.
Allocate limited resources in a cost effective manner.
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.

Experience:

Three years of increasingly responsible experience coordinating emergency services.

License or Certificate:

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

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 in an office setting and operate office equipment; to perform light to moderate lifting and carrying; standing, walking or sitting for prolonged periods of time; mobility to operate an Emergency Operations Center; 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.