

## EMERGENCY RESPONSE COORDINATOR

### DEFINITION

To perform professional duties involving the planning, organizing and management of the City's emergency preparedness and response activities; to coordinate City emergency and disaster related efforts including response, recovery and mitigation; to develop and administer plan modification, outreach, training and reporting activities; to maintain the City's Emergency Operations Center in a constant state of readiness; and to provide professional level support to the City Manager.

### DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level professional Emergency Response Coordinator class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Police Chief and Police Department Management staff. During an emergency, receives direction from the City Manager and Assistant City Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Implement emergency service and disaster preparedness program objectives and priorities; develop strategies, policies and procedures to integrate and focus various approaches to achieve program objectives.

Research and implement efforts that support climate adaptation and resiliency across the City in an effort to reduce the City's risk to climate based disasters.

Assist with research and determination of funding sources for various programs and/or projects; prepare grant applications; assist with administration of grants and monitoring of sub-grantees; monitor grant expenditures; provide guidance in the completion of State and Federal grant fund reporting documentation.

Maintain and activate the City's Emergency Operations Center (EOC); develop and implement disaster preparedness exercises; and may oversee, coordinate and direct EOC operations during emergency disaster response on a relief or as assigned.

Research and develop operational procedures and protocol for City emergency management functions; assist departments, agencies and stakeholder groups to identify

areas of emergency response that may require Office of Emergency Services (OES) involvement; advise and assist various groups including City staff, special districts, and businesses in reviewing and/or developing emergency preparedness plans.

Conduct surveys to determine the types of emergency-related needs to be addressed in disaster planning; formulate and implement programs, policies, plans and procedures for monitoring and reviewing OES responses in times of disaster.

Serve as a liaison with Cal OES, FEMA, County, other governmental agencies, non-governmental organizations and private non-profits; support FEMA reimbursement process.

Ensure proper documentation for compliance with Federal and State reporting.

Develop, prepare and maintain the City's Emergency Response Plan; work closely with emergency responders for related plan review and updates; develop and present emergency services training to public employees.

Collaborate with other officials to prepare and analyze damage assessments following disasters or emergencies; prepare emergency status reports that describe response and recovery efforts, needs and preliminary damage assessments; serve as City's lead in disaster recovery efforts.

Research, prepare and maintain a variety of technical, statistical, administrative and narrative reports and correspondence; perform special projects and tasks as assigned in support of emergency services operations.

Serve as the City's Safety Administrator and provide technical and administrative support to the Safety Committee.

Provide back-up for the dissemination of public information during an emergency.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Principles, practices, methods and techniques of modern disaster response including the use of Standardized Emergency Management System (SEMS), Operational Area Satellite Information System (OASIS), State Resource Information Management System (RIMS), Geographic Information System (GIS), Hazards US (HAZUS), the National Incident Management System (NIMS) and the Incident Command System (ICS).

Principles and practices of emergency response planning, training and management.

Emergency services and communications systems, equipment and procedures utilized in staffing and coordinating activities within an emergency operations center.

Conditions leading to major emergencies, their effects, mitigation, response lines, lines of authority, resource requirements, damage assessment, recovery methods and safety and survival procedures.

Federal, state and local laws, codes, ordinances related to emergency planning and operations.

Methods and techniques of developing and presenting technical documentation and training materials.

Administrative principles and practices including the preparation of policies and procedures.

Ability to:

Understand, interpret, apply and explain complex local, state and federal rules and regulations governing emergency preparedness.

Train and facilitate others in policies and procedures related to the work.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Assess and prioritize multiple tasks, projects and demands within limited timeframes.

Exercise authority and provide direction in various situations, as required.

Assess, prioritize multiple tasks, projects and demands.

Develop, recommend and implement goals, objectives, policies, procedures and work standards.

Evaluate program strategies, analyzing alternatives, defining problem areas and recommending solutions.

Prepare clear, concise, reports, correspondence and other written materials.

Develop and maintain accurate logs, records and files.

Identify complex problems, analyze information and evaluate results to develop and evaluate options and implement solutions.

Perform calmly, purposefully and appropriately in emergency and stressful situations.

Evaluate alternate courses of action and make decisions under the pressures of disaster and emergency situations.

Analyze the potential for disasters and oversee development and production of a comprehensive plan for mitigation, response and recovery including research and modification of elements of existing comprehensive emergency response plans.

Direct an emergency response program involving a variety of agencies and departments, volunteer groups, businesses and community service organizations.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Four years of responsible professional experience planning, managing, or organizing for disaster relief, emergencies, and civil defense, either in an office of emergency services or in the police, fire protection, emergency medical or other related field.

#### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, public safety/emergency management or a related field.

### License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

NOTE: Bilingual skills are highly desirable.