



EMERGENCY PREPAREDNESS COORDINATOR

DEFINITION

Under general direction, responsible for planning, training, response, resource coordination, and other emergency management activities and operations.

SUPERVISION EXERCISED

Exercise supervision over volunteers and may supervise subordinate staff.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

Coordinate the activities of a public education and community outreach programs, including Community Emergency Response Team (CERT).

Coordinate and act as lead instructor for CERT training courses provided to various community stakeholders.

Present program information to small and large groups and at a variety of outreach events, coordinate volunteer activities, and assist with staffing the Emergency Operations Center.

Teach emergency management classes, including ICS (Incident Command System), NIMS, SEMS (Standardized Emergency Management System), and Emergency Operations Center (EOC) operations.

Assist in the research, development, analysis, and maintenance of emergency and disaster plans, policies, and procedures.

Assist in the planning, designing, and executing of disaster and emergency response and recovery exercises and training.

Assist in developing and maintaining partnerships with businesses, non-profits, and community groups in providing public education outreach.

Assist in preparing grant proposals and monitoring programs to ensure all requirements are met.

Participate in emergency exercises and assist in training emergency service workers.

Assist in recommending the utilization of emergency response personnel, equipment, and supplies during emergencies.

Develop and write reports and correspondence.

Develop and prepare emergency information sheets, brochures, procedures manuals, and checklists.

Assist and advise various groups in disaster preparedness efforts and ensure readiness of emergency operations personnel, facilities, and equipment.

Operate emergency equipment communications systems and coordinate emergency response materials and personnel.

Act as the liaison between the department and emergency management agencies, organizations, and groups on all program matters.

Conduct presentations to the City Council, the public, employees, and emergency management groups.

Assist in coordinating and managing the emergency operations.

Maintain awareness of new developments in emergency management and incorporate new developments as appropriate.

Provide supervision to volunteers and plan and conduct recruitment for CERT volunteers.

Stay abreast on all State, Federal, and Local laws in relation to emergency management.

Monitor program performance and recommend modifications to systems and procedures.

Represent the City in various meetings.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Principles of emergency management, emergency planning, resource management, disaster recovery, basic Incident Command System (ICS), and mitigation.

Basic techniques of training and public speaking.



Basic principles and practices of community education, outreach, and engagement.

Basic principles of volunteer management and lead supervision.

Local and State emergency preparedness systems and requirements.

Applicable state, federal, and local ordinances, laws, rules and regulations.

Radio operations and radio licenses.

Budget and grant development and management principles and techniques.

City road system and physical layout of the City.

Record keeping, report preparation, filing methods and records management techniques.

Adherence to safe practices and procedures for performing essential job functions.

Standard business arithmetic, including percentages and decimals.

Modern computer applications related to the work including word processing, data management, and GIS software.

Ability and Skill to:

Develop and deliver an effective community outreach and education program.

Conduct training and present to members of the community.

Understand and apply contract provisions.

Interpret and apply applicable City and Federal, State, and local policies.

Accurately report expenditures and apply to correct grant funds.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and maps.

Deal with problems and stressful situations involving several variables in changing situations.

Follow oral and written instructions.



Write concise and accurate reports and correspondence.

Collect and analyze data and draw effective and appropriate conclusions.

Establish and maintain effective working relationships with a variety of individuals.

Speak effectively to public groups and respond to questions.

QUALIFICATIONS

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

BA/BS in public administration, homeland security, emergency management, business administration or related field and four (4) years increasingly responsible program coordination, including experience conducting presentations and providing community education and outreach in the area of emergency management, emergency response, disaster recovery or disaster preparedness program. Experience with CERT community education and outreach in the area of emergency management is highly desirable. Bilingual skills highly desirable.

LICENSE OR CERTIFICATE

Valid California Class C Driver's License and a good driving record.

Completion of FEMA IS-100, 200, 700, 800 and ICS-300

Possession of or ability to obtain the CERT Train-the-Trainer within 12 months of hire.

Possession of an amateur radio license highly desirable.

ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone, portable radio and copying machine

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, performs mathematical calculations, and sort/file documents

Ability to sit for two hours at a time



Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

Walk or climb over uneven surfaces to assess and report damage after a disaster

