



Emergency Preparedness Coordinator

Department/Division:	Fire
Reports To:	Fire Administrative Resources Manager
Provides Direction To:	Fire Prevention Public Education Specialist Emergency Preparedness Specialist classes, Program Volunteers
Exemption Status:	Exempt
Date Revised:	April 2, 2007
Pre-employment Drug Test Required:	NO

DEFINITION

Under administrative direction, plans and coordinates emergency and disaster preparedness plans and fire prevention and emergency preparedness public education programs; prepares and administers FEMA claims; supervises the work of staff positions; performs related duties as required.

CLASS CHARACTERISTICS

This position receives direction from the Fire Administrative Resources Manager and provides direction to the Fire Prevention Public Education Specialist and Emergency Preparedness Specialist classifications as well as program volunteers. This position works largely independently in coordinating and completing projects and administering programs.

ESSENTIAL FUNCTIONS

The duties below are examples of the work typically performed by employees in this classification. Not all assigned duties may be listed below. Marginal duties (shown in italics) are those that represent non-essential job functions for this class.

1. Assesses community needs and develops, implements and interprets plans, policies and procedures related to disaster and emergency preparedness and recovery operations; coordinates District's plan with Operational Area Plan to fulfill state requirements for Standardized Emergency Management System.
2. Coordinates, prepares and presents training programs and informational materials to District and City staff, response agencies, public and volunteer associations, and other public and private organizations.
3. Plans, supervises and evaluates the work of staff; fosters and maintains relationships with community volunteers and briefs these individuals regarding community programs and activities.

4. Organizes and coordinates related fire prevention and public education programs; oversees or conducts planning meetings and coordinates emergency preparedness safety drills.
5. Prepares standard operating procedures for the administration of the emergency operations facility; acts as Chief Staff Advisor in emergency and disaster situations; provides assistance to Public Information Officer and other personnel in emergencies as requested by public safety personnel and public officials.
6. Researches and responds to varied inquiries and policy questions related to disaster and emergency preparedness programs, and fire prevention and public education activities.
7. Represents the District at professional meetings and conferences and at public meetings and presentations related to emergency and disaster preparedness programs, policies and activities.
8. Prepares and presents requests for grant funding and claims reimbursements related to FEMA and other government expense reimbursement plans.
9. Conducts, coordinates or administers the preparation of various staff reports, studies and records.
10. Prepares and administers budget for disaster and emergency preparedness programs including hazardous waste clean-up activities and cost recovery actions.

EMPLOYMENT STANDARDS

Education and/or Experience:

Graduation from an accredited four-year college or University with a Bachelor's degree in Public Administration, Planning, Communications or a similar field is desirable. C.S.T.S.I. certification, or equivalent coursework or training in public safety and emergency and disaster preparedness, is desirable.

Five or more years of increasingly responsible experience involving the development and administration of emergency and disaster preparedness programs, and public education programs is required. Some prior experience in a lead or supervisory experience is also required.

Knowledge, Skills, and Abilities:

Knowledge of emergency response procedures and disaster preparedness principles, practices and trends; program development and implementation methods; pertinent state and federal public safety laws and regulations and local ordinances related to emergency and disaster preparedness practices; municipal government organization and operations; public safety communications systems;

budgeting procedures; public presentation methods and communications techniques; public relations principles and leadership techniques.

Ability to develop, coordinate and administer effective disaster and emergency preparedness programs; plan and coordinate training and educational programs and events; develop and present training programs and briefings; organize, supervise and evaluate the work of staff and volunteers; communicate effectively with others, both orally and in writing; establish and maintain cooperative working relationships with staff, management, officials, business and community representatives, vendors, contractors, and other departmental representatives; prepare and present a variety of reports and records; operate a personal computer and use word processing, spreadsheet and database applications programs.

Special Requirements:

Possession of a valid Class C or Class 3 California driver's license, and an acceptable driving record in order to travel to different meeting locations. Ability to meet the District's insurance standards and requirements.

PHYSICAL DEMANDS

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard of calculator and to operate standard office and telecommunications equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers open and closed, and lifts and carries files, reports and records that typically weight less than 20 pounds.

WORKING CONDITIONS

Generally works in an office environment with limited exposure to dust, fumes, odors or noise other than proximity to fire station apparatus. Travel is required to meet with community representatives and officials for planning and educational purposes and to provide assistance given emergencies or disasters. The position is expected to be on-call and to work long hours during emergency operations. The employee is expected to remain calm and exercise appropriate judgment in emergency conditions.