

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Office of Emergency Services Coordinator	Job Family: VIII
General Classification: Professional	Job Grade: 40

Definition: Under general direction, plans and maintains the City's Emergency Preparedness Program in conformity with State and Federal "all risk" requirements. Coordinates and provides training, information, and planning efforts related to emergency preparedness, homeland security, emerging threats, and regional trends potentially impacting the Department and City. Provides businesses and residents with emergency preparedness information and guidance to help reduce the loss of life and property resulting from a disaster or major incident. Provides assistance in the field at major emergency incidents relating to logistics and public information. Oversees the efforts of volunteer organizations that assist the City during a disaster.

Distinguishing Characteristics: This position is a single-class position that reports directly to the Fire Chief.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Coordinates with regional, State, and Federal government agencies to establish and maintain effective working relationships, communication, and collaboration related to emergency preparedness and response.
2. Manages all aspects of the Emergency Operations Center (EOC), including: maintains equipment and supplies; schedules regular testing procedures to ensure operational efficiency; continually reviews new and accepted EOC procedures to keep the EOC current and efficient.
3. Manages, directs, and supervises the preparation and maintenance of all phases of the City's emergency plan and assures it is in conformance with the State and Federal multi-hazard emergency planning standards and practices.
4. Plans, coordinates, and critiques disaster training exercises to test all elements of the City's emergency plan; provides related trainings for City employees and volunteers, including Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).
5. Prepares, maintains, and updates mutual aid agreements, MOUs, emergency plans with governmental agencies or volunteer organizations, contracts as needed, and required local, State, and Federal reports as directed.

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6. Assists schools, medical facilities, businesses and industry in the preparation of emergency plans.
7. Serves as the City's representative to County and regional emergency planning, Homeland Security, preparedness committees and organizations, and volunteer organizations that assist the City during a disaster or major incident.
8. Coordinates training for the City and the community in various formats, including social media and digital information.
9. Prepares analytical intelligence reports and briefings for department personnel to ensure situational awareness and safety of staff and the community.
10. Monitors regional trends and emerging homeland security threats and ensures that Department and City personnel are aware and prepared to respond to any potential risks to life and safety.
11. Conducts threat, risk, and vulnerability assessments as needed to identify and remedy potential issues related to emergency response and/or mitigation and other hazards.
12. Plans, organizes, directs, and evaluates emergency preparedness functions and programs; the study and analysis of vulnerability to disaster response capabilities; develops and implements disaster mitigation plans and programs.
13. Develops and implements emergency preparedness programs; ensures conformity of City emergency preparedness programs with Federal and State requirements.
14. Confers with State and Federal emergency planning representatives in supporting the City emergency services activities.
15. Directs and supervises volunteer organizations, such as the Amateur Radio operators and community emergency response teams.
16. Manages media relations, community relations, publications, and education-related programs; supports staff in the Fire Department in development and presentation of news releases; advises and provides staff assistance to Fire Department officials and other City staff and departments on effective public information methods and procedures; arranges tours and orientations for the

media, visiting dignitaries, and the general public; and manages media inquiries and develops relationships with members of the news media.

17. Utilizes the City's financial management system, analyzes fiscal data, and ensures that OES Program revenues and expenditures are properly tracked.
18. Assists the Fire Chief in preparing data for the departmental budget and writes grant proposals.
19. Provides emergency management functions in the field with Suppression staff.
20. Performs other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices in regards to: Training and public education, supervision and management; regional coordination, Federal, State, and local collaboration; emergency preparedness; homeland security; international and domestic threats; community organizations and resources; threat risk mitigation; vulnerability assessments; social media engagement and monitoring; the City's policies and procedures; public administration, budget management, and analytical methods.

Ability to: Communicate effectively in oral and written form; maintain records and prepare correspondence and reports; work closely with, and engage the cooperation of, diverse groups, including volunteers, City employees, and Federal, State, and local public safety agencies; make effective presentations, provide training and information on various subjects, including emergency preparedness, homeland security, and other related areas as directed; perform analysis in disaster planning, emergency management, and department resource allocation; interpret and apply Federal, State, and local laws, ordinances, and regulations.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Equivalent to a bachelor's degree and two years full-time progressively responsible administrative or analytical experience in a related public safety field (either in an office of emergency services, fire, or police agency). Federal Emergency Management Agency (FEMA) course work, knowledge and understanding of homeland security, government security clearance, and

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familiarity with local areas and police and fire agencies in Santa Clara County is highly desirable.

Required Licenses or Certificates: Valid California Driver License. Certifications in ICS 300 and the FEMA Professional Development Series.

Working Conditions: This position works a variable schedule and is also required to return to work as directed at odd hours and for extended periods of time during major emergencies or on receipt of a disaster warning. Must be available on evenings and weekends for presentations, training, and meetings.

Established:

Revised: April 2017

HRD/CLASS SPECS

Office of Emergency Services Coordinator