



EMERGENCY SERVICES COORDINATOR

Bargaining Unit: Professional Employees' Group

DEFINITION

Under general supervision, the Emergency Services Coordinator plans, develops, implements and monitors a comprehensive emergency preparedness and disaster response program for the City of Union City and City of Newark, including organizing and providing direct training to City staff and volunteers; conducting community outreach, assistance, and education; and performing other duties as required.

CLASS CHARACTERISTICS

The Emergency Services Coordinator is responsible for coordinating the planning and readiness of protective, relief and support services, both public and private; for response to a variety of emergency or disaster situations. The incumbent exercises independent judgement while making sound recommendations in the development and implementation of emergency services programs, plans and training activities. This position reports directly to the City Manager.

EXAMPLES OF DUTIES (illustrative only)

- Prepare, implement, and monitor a comprehensive emergency preparedness and disaster response plan; oversee the preparation and modification of the City Emergency Operations Plans and Disaster Recovery Plans; prepare specialized disaster response plans designated to meet the needs of various sections of the community.
- Serve as liaison with representatives of Alameda County Fire and Sheriff departments, State and Federal agencies, school districts, and disaster councils; review legislation, regulations and other documentation to ensure that the Cities are in compliance and avails itself of all available resources.
- Assist in the development of goals, objectives and budget requests for the emergency planning and disaster preparedness function; administer budget expenditures; maintain adequate supplies of materials and equipment.
- Respond to the Emergency Operations Center when it is activated; ensure that appropriate documents are available at the center, provide support to coordination efforts, and serve as liaison as required.
- Develop and maintain a Community Emergency Response Team (CERT) system within the City of Union City, the City of Newark, and jurisdictions served by the Cities; provide periodic CERT training to community members, including special trainings regarding active shooter, senior/limited mobility response planning, emergency volunteering, and personal emergency preparedness.

- Stay abreast of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.
- Manage functional and support services of the City Emergency Operations Center (EOC); Provide liaison support to the EOC Director or his/her designee in emergency or disaster situations.
- Train various City department personnel to establish and operate a Department Operating Center (D.O.C.).
- Prepare and disseminate information and materials to ensure effective City response in a disaster situation.
- Keep informed of federal, state and local regulations affecting emergency plans, and ensure that plans adhere to these regulations.
- Conduct surveys to determine the types of emergency-related needs to be addressed in disaster planning or provide technical support to others conducting such surveys.
- Coordinate and conduct training sessions for NIMS, ICS, and other related programs for City staff as required.
- Develop working relationships with representatives of City departments, as well as other public and private support relief agencies, businesses, schools, homeowners and other groups regarding City emergency services.
- Plan, assign, direct and review the work of support staff and/or volunteers on a project or day-to-day basis.
- Maintain records and files; prepare periodic and special reports related to work performed; make presentations to various groups regarding the purpose, procedures and status of the plan.

QUALIFICATIONS

Knowledge Of:

- Principles and practices of emergency services program development and administration;
- Principles and practices of disaster preparedness, planning, program development and management;
- Applicable legal guidelines and standards governing emergency services for city, county, state and federal organizations and functions related to emergency preparedness and services;
- Functions of FEMA related structures like ICS and NIMS, the Red Cross and County and State EOC operations as they impact emergency preparedness and emergency response;

- Particular emergency and natural disaster hazards which may affect the emergency planning needs of a city;
- Training techniques for development of emergency service personnel; Techniques for analysis and assessment of the types and extent of damages caused by various types of disasters;
- Governmental responsibilities, programs and response plans for hazardous materials spills and/or nuclear emergencies;
- Techniques to gain community involvement in risk assessment, disaster planning, citizen and community disaster education and other emergency management programs; and
- Principles and practices of employee supervision and training.

Ability To:

- Administer and manage emergency management projects and programs;
- Plan, organize, direct and coordinate emergency services functions and activities with City staff and other governmental, public and private organizations;
- Coordinate emergency management programs with other departments and agencies for the most effective and sustainable utilization of resources;
- Interpret State and Federal rules, regulations and directives governing disaster and emergency services;
- Prepare and edit comprehensive reports and plans involving detail and coordination;
- Analyze complex technical and administrative emergency services problems, evaluate alternate solutions and recommend or adopt effective courses of action;
- Exercise sound independent judgment within general policy guidelines and be available on as needed basis;
- Represent the City in meetings with the public, media, and government bodies to successfully promote program goals;
- Organize and coordinate staff and volunteers, and secure necessary resources to accomplish programs objectives;
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds;
- Assign, supervise and review the work of subordinate personnel;
- Work collaboratively with people both within and outside the organization; Make oral presentations in front of groups of people;
- Communicate clearly and concisely, both orally and in writing; and
- Prepare clear and concise technical reports.

Licenses and Certificates:

Possession of a valid California Class C Driver's License with a satisfactory driving record.

Possession of valid certificates for ICS 100, 200, 300 and ICS 400 within six months of employment.

Possession of First aid and CPR certification must be obtained within one year of employment.

Education and Experience:

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

Equivalent to a bachelor's degree in public or business administration, communication, emergency management or a related field and three (3) years of experience in emergency response management.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases and poor ventilation; underground, confined or restricted workspaces; and heights more than five stories above ground level.

Travel: Positions in this class may require local and statewide travel as necessary.