



Emergency Services Coordinator (Part-Time)

Department/Division:	Fire Administration
Reports To:	Fire Chief and/or Battalion Chief (ER Svcs.)
Provides Direction To:	
FLSA Exemption Status:	Non-Exempt
Civil Service Status:	Classified
Bargaining Unit:	Unrepresented
Created:	May 1, 2017
Last Updated:	

GENERAL PURPOSE

Under general supervision, performs a variety of professional and administrative duties related to the City's emergency preparedness response and recovery programs.

DISTINGUISHING CHARACTERISTICS

The Emergency Services Coordinator is a non-sworn position that provides guidance and recommendations regarding emergency preparedness plans/program; and performs a variety of technical tasks relative to assigned area of responsibility; will not perform any sworn Fire suppression or paramedic job duties.

ESSENTIAL FUNCTIONS

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 the class.

1. Develops and maintains the city's Emergency Operations Plan in accordance with the Standardized Management System (SEMS).
2. Serves as a liaison between city, the Federal Emergency Management Agency (FEMA), the State Office of Emergency Services (OES), County Office of Emergency Services (OES), Area G Disaster Management Coordinator (DMAC) and the community.
3. Identifies, pursues and coordinates grant funds for promotion, training, and other activities to enhance the city's emergency preparedness.
4. Administers and submits all city related disaster claims for relief and reimbursement to the state of California Governor's office of Emergency Services (OES) and the Federal Emergency Management Agency (FEMA) in compliance with applicable laws and regulations as a result of disaster declarations affecting the city and maintains thorough and complete records of reports and reimbursement.

ESSENTIAL FUNCTIONS (continued)

5. Prepares program budget recommendations; monitors personnel and internal services expenditures and ensures expenditures remain within budgetary limitations as it relates to emergency preparedness program.
6. Responsible for ensuring EOC operation manuals are updated and maintained.
7. Develops and coordinates training programs, standards, and procedures for all city departments; City's emergency evacuation plan for all city facilities and conducts training for all city staff; conducts and oversees annual Emergency Operations Center (EOC) drill with city staff.
8. Creates and maintains a system to track training records of city employees and ensure emergency personnel meet training requirements.
9. Establish and coordinate emergency planning services for outside City agency's; i.e. Manhattan Beach Unified School District, adjacent jurisdictions, utilities, Red Cross and other governmental agencies.
10. Manage and coordinate the Emergency Operations Center (EOC); serve as EOC director during emergencies in the absence of other qualified individuals.
11. May prepare and present the City's emergency preparedness plan and/or training in public presentations as necessary.
12. Evaluates, administers and coordinates the City-wide Emergency Notification System/communication systems to ensure that communications systems are available during an emergency; trains appropriate city staff on communications systems use.
13. Stays abreast and reports upon current legislative development, industry trends, and standards affecting emergency preparedness operations.
14. Attends monthly Area G Disaster Preparedness meetings.
15. Facilitates the City's monthly Emergency Preparedness Committees meeting.
16. Evaluate the City's Emergency Operation Center (EOC) and create a process to ensure full operation and responsive actions are ready for operation 24/7.

QUALIFICATIONS GUIDELINES

Knowledge of:

Principles and practices of municipal emergency services planning and development, policies, operations, services, activities, management and response procedures; Federal, state, county and local regulations, policies and guidelines related to disaster

and emergency preparedness; methods and techniques in emergency preparedness training; community emergency and disaster support and assistance resources; standardized emergency management system (SEMS) Incident Command Strategy; principles of budget preparation and expenditure control; methods and techniques of effective administration report preparation and presentation; proper English usage, including spelling, punctuation and grammar; word processing, spreadsheet and records management practices.

Ability to:

Develop, prepare, coordinate and implement disaster and emergency preparedness programs; develop, coordinate and conduct emergency preparedness training programs and meetings; Effectively manage and maintain trainings, record keeping and reporting; Communicate clearly and concisely, both orally and in writing; supervise, train, and evaluate assigned staff or volunteers; work well under pressure to meet deadlines; establish and maintain cooperative working relationship with those involved in the course of work; operate computer hardware and modern office equipment and use word processing and spreadsheets; exercise sound judgment within established procedure guidelines; and maybe required to work after normal working hours, on holidays and/or weekends.

Education/Training/Experience:

Three years of responsible experience related to emergency management systems, program development, coordination and/or administration in a public or private agency preferably in disaster preparedness. Bachelor's Degree from an accredited college or university in Public Administration or related field is desirable and can substitute for two years of experience.

Licenses; Certificates; Special Requirements:

Completion of the following courses: ICS 100, 200, 300, and 400 by Emergency Management Institute (EMI) and/or National Incident Management System (NIMS) Incident Command System (ICS) is required; Completion of ICS 700 800 and EOC Management and Operations G775 are highly desirable.

Valid Class C California driver's license and have an acceptable driving record.

In case of an emergency or disaster must be available to work extended hours and shifts and be available for call-back status.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is constantly required to sit, stand, bend and walk. Finger dexterity and grasping is required to handle, feel or operate objects, tools, or controls or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds. May require standing for extended periods of time.

Sensory demands include the ability to see, talk, hear, and touch.

Mental Demands

While performing the duties of this class, employee must be able to use written and oral communication skills; read and interpret data, documents, and guidelines and follow safety standards; analyze and solve problems; observe and interpret situations; prepare and evaluate reports; learn and apply new information or new skills; and interact with City staff, other organizations, fire safety personnel, school representatives, residents and business representatives, and the public.

WORK ENVIRONMENT

Work is performed in a typical office environment and requires working outdoors when necessary to perform job duties. Work may be performed in a field setting under a full range of environmental conditions. In the event of an emergency/disaster, incumbents must be able to work indoors and outdoors under adverse conditions for an extended period of time.