

EMERGENCY PREPAREDNESS COORDINATOR

Definition:

Under general direction, develops, coordinates, and maintains the City's emergency services and disaster preparedness, response, and recovery programs; ensures program compliance with federal, state, and local laws, guidelines, and regulations; maintains and updates the City's Emergency Operation Plan (EOP); oversees the City Emergency Operations Center (EOC) and performs other duties as assigned.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Develops, prepares, and maintains the City's EOP and supporting documentations such as incident specific plans, EOC activations procedures and emergency notification lists.

Monitors and analyzes trends in emergency management planning and recommends improvements in emergency preparedness, response, and recovery; monitors the status of current or future threats or hazards that may impact emergency management program delivery.

Assists in preparation of Federal Emergency Management Association (FEMA)/Office of Emergency Services (OES) financial reimbursement claims, maintains required documentation, and prepares After Action Reports (AAR).

Maintains the readiness of the City's EOC, including but not limited to coordinating the activation of the EOC for actual emergencies, acting as a technical resource and EOC Liaison throughout the emergency.

Coordinates EOC operations training including Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) training for City personnel and other agencies to remain in compliance with state and federal requirements.

Acquires, maintains, tests EOC equipment, maintains inventory and makes recommendations of EOC supplies.

Engages the community in stages of emergency management and increase use of Emergency Alert Programs.

Engages city departments in collaborative efforts to support a comprehensive emergency management program.

Oversees the City's Community Emergency Response Team (CERT) Program and the Radio Amateur Civil Emergency Services (RACES) Program.

Works with Police Department personnel on the dissemination of vital city emergency information through the Emergency Notification System (Alert OC).

Administers and manages the WebOC Emergency Management System; assumes responsibility for the development, implementation and testing of these systems and provides on-going training for staff on these systems.

Represents the City by attending and participating in monthly professional meetings and seminars relating to disaster and emergency preparedness.

Researches, develops, and implements grant funding; manages grant programs and projects; maintains eligibility requirements for county, state, and federal financial reimbursement programs.

Acts as liaison and represents the city with local and state regulatory agencies, utility and other services, planning committees, and media representatives; provides briefings, develops written literature and presentations to inform the public on emergency related topics.

Performs a variety of administrative, technical, operational, research, and analytical duties in support of the Emergency Management Program.

Researches, prepares, and develops reports, surveys, and informational materials to meet community needs for emergency preparedness and response training.

Makes oral and written presentations.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business depending on area assigned.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and carries boxes of files and records weighing 30 pounds or less.

Class Characteristics:

Emergency Preparedness Coordinator is a single incumbent position responsible for the citywide emergency, disaster management and hazard mitigation programs.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles of municipal emergency services program planning and development, policies, operations, services, and activities.

Functions, procedures, and practices of an EOC and emergency communications.

Methods and techniques in disaster preparedness training.
SEMS, NIMS, and Operational Area concepts.

Applicable federal and state rules and regulations related to area assigned.

English usage, spelling, grammar, and punctuation.

Report writing techniques.

Modern office practices, methods, and computer equipment and applications related to the work.

Conflict resolution techniques.

Techniques for providing a high level of customer services.

Methods of making effective oral and written presentations.

AND

Ability to:

Manage, plan, organize, and develop comprehensive emergency management programs and exercises including training programs for an emergency response.

Analyze situations quickly and accurately and take effective actions.

Develop public information materials, conduct research, perform analysis, prepare reports of findings, and make recommendations.

Oversees volunteer organizations.

Prepare administrative and financial reports.

Write grants relating to Emergency Management.

Recommend and implement goals, objectives, policies, and procedures for providing assigned services.

Understand, interpret, and apply general and specific administrative policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Conduct research and analysis.

Work independently, understand, and follow verbal and written directions, and use independent judgment and initiative.

Work collaboratively with other departments, government officials, and outside agencies.

Operate modern office equipment including computer equipment and applicable and specialized software.

Organize work and adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing and make oral presentations to groups.

Read and write at the level required for successful job performance.

Handle job stress and maintain a professional demeanor and remain calm and composed in demanding situations.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which provides the required knowledge, skills, and abilities is considered qualifying. A typical way to obtain the required qualifications is:

A bachelor's degree from an accredited college or university in emergency management, public administration, or a related field supplemented by the completion of the following courses:

Basic CERT training,
CERT Train-the-Trainer,
ICS 100- Introduction to Incident Command Systems,
ICS 200- Basic Incident Command Systems,
ICS 300- Intermediate Incident Command Systems,
ICS 400- Advanced Incident Command Systems,
ICS 700- Introduction to National Incident Management Systems, and
ICS 800- Introduction to National Response Plan.

AND

Four years of progressively responsible experience in disaster preparedness or emergency management.

Special Requirements:

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs which may include responding during evenings, weekends and holidays for an emergency situation impacting the City. May be required to work prolonged periods of time during an emergency or for events and/or training.

The City of Fullerton's Conflict of Interest Code requires that an Emergency Operations Coordinator file financial disclosure statements in accordance with state and local laws.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Physical Requirements:

Work is performed primarily in an office environment and may require occasional travel to off-site facilities. Office work requires sitting for periods of time and the use of a computer keyboard and screen. The incumbent drives a vehicle on City business, sits, stands, walks push, pull, drag, grasp, lift and carry items weighing 30 pounds or less. The incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt

Established July 2022