

**CITY OF REDWOOD CITY
EMERGENCY PREPAREDNESS AND OUTREACH
COORDINATOR**

DEFINITION

To plan, develop, implement and monitor a comprehensive emergency preparedness and disaster response program for the City; to organize and provide direct training to City staff and others in these areas; to conduct community outreach, assistance, and education, and perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This class 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 confers with representatives of all City departments and of varied external resources and services to accomplish program goals and objectives.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Fire Chief. Immediate supervision is provided by the Battalion Chief assigned to oversee the Emergency Operations Center.

Exercises direct supervision of support staff and volunteers on a project or ongoing basis.

EXAMPLES OF IMPORTANT DUTIES

Depending upon assignment, duties may include:

Prepare, implement, and monitor a comprehensive emergency preparedness and disaster response plan.

Serve as liaison with representatives of State and Federal agencies; review legislation, regulations and other documentation to ensure that the City is 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.

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.

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.

Develop and maintain a Community Emergency Response Team (CERT) system within Redwood City and jurisdictions served by the City; provide periodic CERT training to community members.

Prepare and disseminate information and materials to ensure effective City response in a disaster situation.

Coordinate and conduct training sessions for NIMS, ICS, and other related programs for City staff as required.

Manage functional and support services of the City Emergency Operations Center (EOC); Provide liaison support to the Emergency Operations Center (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.).

Oversee the preparation and modification of the City's Emergency Operations Plan and Disaster Recovery Plan.

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.

Prepare specialized disaster response plans designated to meet the needs of various sections of the community.

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.

May assist Fire Department personnel with basic fire and life safety surveys, as needed, and provide consultation to community members on fire prevention and emergency planning.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

ICS – Incident Command System for each section of Emergency Management; the all hazards approach to emergency management

NIMS – National Incident Management Systems

Pertinent local, State, and Federal laws, City functions, policies, rules and regulations.

Principles and practices of administrative, organizational and procedural analysis.

Business computer applications, particularly related to statistical analysis and data management.

Geographic Information Systems (GIS), as it relates to emergency preparedness and risk mitigation.

Standard office practices and procedures, including the operation of office equipment.

Practices and methods synthesizing and summarizing data for a variety of narrative and statistical reports.

Principles and practices of public administration, as they related to local government operations

Basic methods of fiscal analysis, budget preparation, and reporting.

Principles and practices of community emergency and disaster support and assistance resources.

Principles and practices of supervision, training, and evaluation.

ABILITY TO:

Analyze complex administrative and operational problems, evaluate alternatives and reach sound conclusions.

Identify resources needed for effective performance of duties review them with appropriate management staff.

Evaluate and recommend mitigation measures for potential causes of major emergency situations such as for vegetation management and levee stability.

Ability to learn and retain local geography and resources as they relate to civil defense and emergency management planning and operations.

Collect, evaluate and analyze varied narrative and statistical information.

Coordinate multiple activities, meet deadlines, and work independently with minimal supervision.

Effectively communicate orally and in writing.

Prepare clear, accurate and concise reports, communications, procedures and other written materials.

Exercise sound independent judgment within general policy guidelines.

Supervise, organize, train, and review the work of administrative and volunteer personnel; train staff.

Interpret and explain City emergency services, policies and procedures; to interpret and apply Federal, State and local laws, rules and regulations; prepare detailed emergency relief plans; analyze and evaluate new program techniques.

Coordinate and facilitate meetings and trainings with community members, City staff, and other members of the public.

Prepare and deliver professional presentations to a variety of audiences.

Observe safety procedures and precautions in emergency situations.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying.

A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE

Two years full-time public safety or private sector emergency planning and disaster preparedness experience gained working with a municipal or state agency in law enforcement, fire service, emergency services or related field.

EDUCATION:

A Bachelor's degree from an accredited college or university with major course work in Fire Science, Public Administration, or a closely related field.

Additional work-related experience may substitute for two years of the required education on a year-for year basis.

LICENSE OR CERTIFICATE:

Possession of a valid California driver's license and a satisfactory driving record is required.

Valid certificates for ICS 100, 200, 300 and ICS 400 are required.

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

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some exposure to hazardous situations; ability to travel to different locations; availability to work outside of normal business hours as needed and for emergency call-outs.

Effective Date: 06/24/2013

Bargaining Group: Redwood City Management Employees Association

Status: Exempt