



Emergency Services Coordinator

Definition

In alignment with State and Federal guidelines, the Emergency Services Coordinator works with Santa Clara County Fire to support and coordinate all aspects of the City's emergency preparedness, response, and recovery programs. Under general direction, the Coordinator works with Santa Clara County Fire to develop comprehensive emergency preparedness plans, coordinates training exercises, maintains the operational readiness of key facilities and systems for emergency operations, and coordinates compliance with the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS). The position requires a high degree of professionalism and independent drive. It is anticipated that the Coordinator will spend a large portion of time and effort in community engagement, outreach, and coordinating training and education. The Coordinator will have access to confidential information, government documents, and other sensitive material, requiring professionalism, discretion, and compliance with rules and regulations for handling such data.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Work with Santa Clara County Fire to coordinate the City's emergency plans for operations, administration, personnel, and equipment, and reviews the plans annually.

Ensures that the City's Emergency Operations Plan and its annexes are reviewed and updated annually or as needed.

Under the direction of the Recreation Supervisor, develops and implements the Office of Emergency Services with emergency preparedness functions and programs; the study and analysis of vulnerability to disaster and response capabilities; long-term disaster mitigation plans and programs.

Coordinates training for City employees and volunteers as it relates to emergency planning and preparedness. Maintains training records and volunteer databases.

Supports training of staff assigned to the Emergency Operations Center (EOC) and other such key roles.

Coordinates regular EOC training, drills, and exercises.

Participates in County led trainings, drills, and exercises.

Coordinates with regional, state, and federal governmental agencies, the public, and stakeholders to establish and maintain effective working relationships and communication before, during, and after an emergency incident.

Works with all City Departments, private, and non-profit organizations to coordinate protection of key infrastructure such as government facilities, schools, business campuses, and natural assets.

Work collaboratively with all City departments to provide facility specific emergency action plans and procedures.

Build partnerships with private sector organizations and their emergency response teams.

Attend required meetings, trainings, seminars, and conferences related to emergency management and homeland security.

Prepares, attains, and distributes emergency planning and preparedness materials to business and residential communities.

Coordinates the Community Emergency Response Team (CERT), Medical Reserve Corps (MRC), and ARES/RACES ham radio volunteers.

Serves as the City's representative to County and regional emergency planning and preparedness committees and organizations and volunteer organizations that assist the City during a disaster.

Plans for, orders, and maintains equipment and supplies for the primary and alternate Emergency Operations Center.

Assesses the needs of the primary and alternate Emergency Operations Center and reviews new and accepted EOC procedures to keep the EOC current and efficient.

Supports the Logistics Function through the selection, identification, purchasing, and ongoing maintenance of Office of Emergency Services equipment and supplies.

Assist with preparation of the OES budget and monitors financial administration of allocated resources.

Assures conformity of City Emergency preparedness with County, State and Federal requirements (NIMS, etc.).

Prepares FEMA reports and other grant proposals as needed.

Receives training and maintains certifications as required, including FEMA/DHS, NIMS, and other courses

Oversees and supervises part-time OES staff.

Compile reports, assist with developing presentations, and report to Cupertino Public Safety

Commission and Cupertino Disaster Council.

Qualifications

Knowledge of:

Federal, State, and other codes, laws, regulations, and protocols related to disaster management, especially the Homeland Security Exercise Evaluation Program (HSEEP).

Principles and practices of emergency management including hazard identification and mitigation and disaster preparedness, response, and recovery.

California Standardized Emergency Management System (SEMS), Incident Command System (ICS), National Incident Management System (NIMS), and Emergency Operations Center (EOC) structure and operating procedures.

Principles of training and community education, research methods, and program analysis.

Best practices in public education and involvement such as Citizen Corps, MRC, CERT, and other programs.

Principles of supervision and technical report writing.

Ability to:

Establish and maintain effective working relationships which garner respect and promote leadership with department members, other City employees, and members of the community.

Achieve professional confidence of others and elicit cooperation from others.

Coordinate a variety of complex tasks simultaneously.

Use public presentation and writing skills to communicate effectively and to assimilate and understand information, in a manner consistent with the essential job functions.

Conduct analysis of complex proposals and plans.

Plan, promote, coordinate, and implement programs.

Make sound decisions in a manner consistent with the essential job functions.

Education and Experience

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

Two years of professional experience in emergency coordination, community education, program development and coordination, or related experience. Must have completed required Federal Emergency Management Agency (FEMA) courses: IS 100, 200, 700, and 800. Must work to complete ICS 300 and 400 courses within one year of appointment. College course work or Bachelor's degree in emergency management, public administration, education, or a field of study that is related to the work is preferred.

Licenses and Certifications

Possession of a valid Class C California driver's license is required. Must be First Aid and CPR/AED certified within one year of appointment. Certifications in emergency management or additional emergency management course work is highly desirable.

FLSA: Non-exempt

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