

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: ASSISTANT DIRECTOR OF EMERGENCY SERVICES

BASIC FUNCTION:

Under general direction of the Fire and Police Chiefs, act as principal advisor on interdepartmental public safety and emergency management issues; promote public safety agency interoperability; develop, organize and direct citywide public safety policy, procedures and projects; develop, organize and coordinate community sector public safety engagement; and coordinate public safety resources during large-scale incident response and recovery.

DISTINGUISHING CHARACTERISTICS:

This position acts to ensure seamless and unified public safety programs and large-scale incident response operations. Given the diverse, complex, increasingly technical and evolving hazard environment, this position works to ensure interoperability and unity of city effort in support of public safety and community welfare.

KEY RESPONSIBILITIES:

Serve as Assistant Director of Emergency Services.

Serve as Executive Team resource.

Develop public safety interoperability through hazard vulnerability analysis, planning, training, technologies and community engagement.

Promote and coordinate interoperability between Carlsbad public safety agencies, law enforcement, fire services and emergency management.

Ensure coordinated planned responses for hazardous conditions.

Promote innovative and interoperable public safety technologies.

Develop and coordinate integrated public safety and unified command policies, practices and procedures.

Ensure response plan consistency between Carlsbad public safety agencies.

Promote engagement with regional public safety agencies and jurisdictions.

Direct the city's Emergency Preparedness Program, including but not limited to: the city's mitigation, preparedness, response and recovery capabilities; plans, training and exercises; incident response support; records maintenance, and budget and staffing recommendations.

Ensure Emergency Preparedness Program compliance with state and federal public safety and emergency services requirements.

Act as professional resource and subject matter expert on emergency management core functions.

Coordinate Carlsbad's emergency management programs, such as CERT, Mass Care Sheltering, etc.

Coordinate and direct, when appropriate, EOC incident response support operations.

Direct and manage the Carlsbad Emergency Management Administrative Team (CEMAT).

Act as city representative to the Chamber of Commerce Ready Carlsbad Business Alliance (RCBA).

Act as city representative to the San Diego County Emergency Services Organization (Unified Disaster Council).

Act as city representative and/or Board Member to public safety organizations such as InfraGard San Diego; regional community sector and academic institutions; and regional, State or federal emergency management organizations.

Attend Police and Fire Department management and staff meetings.

Develop and direct Carlsbad Public Safety Planning Group.

Serve as professional resource on Special Events planning.

Coordinate regional collaboration and funding opportunities including Homeland Security Grant Program.

Oversee and coordinate EOC Capital Improvement Project.

Deliver public safety presentations to local, regional and national-level community sector groups.

Train and mentor first responders in disaster management and public safety issues.

Train city staff and Policy Group in emergency operations center operations.

Attend City Council meetings, as appropriate.

Be available 7/24 to respond to emergency situations.

Direct coordinated public safety notifications and warnings.

Direct emergency operations center activation.

Coordinate and develop executive level resiliency and sustainability program concept of operations.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Local, regional, State and federal Public Safety and Emergency Services Agency capabilities and roles in disaster response.
- Community sector and community-based organizations' roles in disaster response and recovery, and public safety and community welfare needs.
- Regional, State and federal regulations, policies and guidelines related to civil defense, disaster and emergency preparedness, response and recovery.
- Regional, State and federal mutual aid programs, procedures and capabilities.
- Unified Command organization, roles and responsibilities.
- Principles and practices of emergency preparedness planning, management and response procedures.
- Methods and techniques in emergency management training.
- Principles and practices of organization, administration, budget and personnel management and mentoring.
- Research methods and techniques and methods of report presentation.
- Emergency notification and warning resources and practices.
- Principles, practices, techniques and procedures applied to Emergency Operation Center (EOC) activation and operations.
- Understanding of and operational deployment of a Policy Group and roles and responsibilities of elected officials during an emergency.

Ability to:

- Interface as a resource with all levels of the organization.
- Take action and direct key responsibilities in complex and dynamic environments.
- Design, manage, administer and monitor complex disaster and emergency preparedness programs.
- Plan, organize and direct the operations of a modern emergency preparedness program in support of emergency prevention, preparation, response and recovery.
- Interpret and administer department policy in the areas of emergency preparedness, code enforcement, incident command/incident management systems applications in the EOC, city/county/local area interrelationships.
- Design, administer, conduct, and monitor emergency preparedness training programs.
- Utilize computer systems and software for information retrieval, analyses, planning, records management and emergency management.
- Analyze complex administrative and operational problems, evaluate alternatives and implement changes based on sound conclusions.
- Collect, evaluate and interpret varied narrative and statistical information.
- Prepare and present accurate and concise reports, procedures and other written materials.
- Communicate clearly and concisely, orally and in writing.

- Establish and maintain cooperative relationships with those contacted in the course of work.
- Supervise, train, and evaluate assigned staff or volunteers.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

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

Equivalent to a master's degree from an accredited college or university and seven years of professional level administrative, operations or related experience working in a public agency and performing duties which are closely related to the functions of this position.

Experience in directing emergency operations center operations during an emergency.

Volunteer leadership role, or as a Board Member, of a community-based organization.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage communication skills; interpret narrative and statistical data, information and documents; analyze and solve problems; use and apply reasoning and abstract concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED: Dec. 2, 2019