

Supervise the maintenance of emergency preparedness records and files to assure compliance.

Manage emergency preparedness related contracts, deal with vendors, and create RFPs and RFQs.

Prepare, monitor, manage and make recommendations for programs' budgets; apply, administer, and monitor grants and grant purchases to ensure funds are used appropriately.

Research and prepare reports regarding programs as required.

Develop and give presentations to groups such as City Council, city staff, and outside groups as needed.

Manage, ensure training and continuing education, and communicate regularly with volunteers in the Community Emergency Response Team (CERT).

Supervise, train, and evaluate employees and volunteers; monitor workflow; assign and prioritize work activities; direct and recommend methods and procedures.

Be available 7/24 to respond to emergency situations.

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:

- Principles and practices of emergency preparedness planning, management and response procedures.
- Methods and techniques in emergency preparedness training.
- Community emergency and disaster support and assistance resources.
- Federal, state, county and local regulations, policies and guidelines related to civil defense, disaster and emergency preparedness
- Principles and practices of organization, administration, budget and personnel management.
- Research methods and techniques and methods of report presentation.
- Principles, practices, techniques and procedures applied to Emergency Operation Center (EOC) deployment, and operation.
- Understanding of and operational deployment of a Policy Group and roles and responsibilities of elected officials during an emergency.

Ability to:

- 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 bachelor's degree from an accredited college or university and three 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.

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: June 28, 2016