

Ross Valley Fire Department

Disaster Preparedness Coordinator

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within a job.

DEFINITION

Under general direction, serves as countywide coordinator of a range of activities associated with disaster preparedness. Coordinates disaster preparedness initiatives and community resiliency activities among local, State and Federal agencies; develops and presents disaster preparedness public safety educational outreach programs and materials; prepares, implements, and maintains disaster preparedness programs that may include municipal employees and the community; and performs related work as required.

CLASS CHARACTERISTICS

This is a single class position that will work as a miscellaneous (non-safety) employee under direction of the Marin County Fire Chiefs Association (MCFCA). Under general direction, incumbent has over-all responsibility for developing countywide disaster resiliency and preparedness.

EXAMPLE OF DUTIES: (Illustrative Only) Note: The following duties are performed by employees in this classification. However, employees may perform other related duties at an equivalent level.

- Coordinate the development, implementation, and maintenance of various community based emergency preparedness programs (i.e. Get Ready; CERT; Disaster Councils).
- Coordinate the development of emergency prevention and emergency management public education programs and materials among cities, towns and the county.
- Present and assist in presenting community resiliency and disaster preparedness public education and training programs; speak to groups of various ages, educational levels and socio-economic backgrounds.
- Provide consultation services and evaluations regarding disaster preparedness.
- Assist community, volunteer, educational or other public and private groups with emergency prevention and preparedness.
- Seek and participate in the development of various emergency management grants.

- Coordinate with Federal, State, County, Cities, Towns and other local emergency management organizations.
- Utilize standard personal computer software, including word processing and spreadsheet programs, develop a variety of forms, reports, and statistical analysis; and use software tools to evaluate program effectiveness and develop alternative solutions.
- Work with volunteers, coordinate their activities, provide instructions and motivation; ensure volunteer activities are effective and provide appropriate recognition.
- Maintain accurate records and files; prepare a variety of statistical and narrative reports, including incident status reports for reimbursement by state and federal agencies.
- Serve as a support team member in the EOC during emergency or disaster response situations.
- Assist in the development of agreements with allied agencies and vendors to commit personnel, equipment and other appropriate resources that will provide support to the Municipalities during emergencies.
- Coordinate with other governmental agencies, the public and stakeholders to gain and maintain effective working relationships and communication.

MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be equivalent to a Bachelor's degree from an accredited college or university with major course work in emergency management, fire management, public administration, or a related field; and/or technical-level experience in an organization performing emergency management, disaster planning, and/or response, which has provided knowledge of emergency management concepts, terminology and basic procedures. Or an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the job as listed:

Knowledge of:

- Principles and practices of emergency management, and disaster preparedness, response and recovery.
- California Standardized Emergency Management System (SEMS), Incident Command System (ICS) and the National Incident Management System (NIMS).
- Emergency operations communications systems.
- State and Federal volunteer regulations and reporting and reimbursement procedures.
- Principles and practices of program coordination, development, budgeting, administration and evaluation.
- Office procedures, methods and equipment including MS Office computer software programs, such as word processing, spreadsheets and databases.

COUNTYWIDE DISASTER PREPAREDNESS COORDINATOR

Page 3 of 4

- Pertinent federal, state and local laws, codes and regulations.
- Preparing and presenting public information; teaching; and public speaking.
- Principals and practices of supervision and training.

Ability to:

Candidate must be capable of carrying out all items in both emergency and non-emergency situations.

- Be self motivated, work independently to complete assigned duties and responsibilities in a timely manner.
- Develop and present training programs for staff and the public that addresses emergency management systems, procedures and response.
- Develop and coordinate disaster preparedness exercises.
- Interpret and explain disaster preparedness services, policies and procedures.
- Interpret and apply federal, state and local laws, rules and regulations.
- Learn and retain local geography and resources as they relate to disaster preparedness planning and operations.
- Stay abreast of disaster preparedness requirements and standards.
- Analyze and evaluate new program techniques.
- Prepare clear and concise reports; express ideas and communicate clearly and concisely, both orally and in writing.
- Coordinate, train, oversee and evaluate volunteers.
- Logically and creatively utilize a variety of analytical techniques to solve complex disaster preparedness challenges.
- Gain the respect, confidence and cooperation of municipal leaders and the public and maintain effective working relationships with those contacted in the course of work.
- Participate in the development and administration of goals, objectives, procedures and budgets.
- Work cooperatively with the public and emergency response agencies.
- Identify and analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Build and maintain positive working relationships with stakeholders to ensure that assigned disaster preparedness coordination efforts are successful.

CERTIFICATES/LICENSE

Obtain prior to and maintain a valid California Driver's License with a satisfactory driving record.

Possession or ability to obtain a Healthcare Provider CPR certificate issued by a training center approved by the California EMS Authority. Healthcare Provider cards

issued by the American Heart Association and the American Red Cross meet the CPR requirement.

SPECIAL REQUIREMENTS

Required to work on some weekends and evenings; work at any location in the County; attend meetings and classes both; work under various adverse and hazardous conditions; perform routine and repetitive work; personally maintain all certifications and licenses required for job class, assist in training agency employees; wear uniform; and maintain clean and neat appearance.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by a employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment includes performing activities in the natural environment and the constructed environment.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, feel or hold; reach with hands and arms; and talk, hear, taste, or smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee may be required to walk on trails or up and down steep inclines off trails. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus; and vision sufficient to read computer screens and printed documents with, or without, correction. Hear within the normal audio range with, or without, correction. The employee must have sufficient physical ability to work in an office setting and operate office equipment.

Employee will be expected to wear personal protective equipment (PPE) and is responsible for using the proper PPE in the appropriate environment. Examples of PPE may include a hardhat, hearing protection for noisy environments, eye protection, dust mask or respirator and safety shoes.

While performing the duties of this job, the employee is regularly working in an office environment. The noise level in the office work environment is relatively quiet. However, during outdoor operations there may be conditions with elevated noise levels, odors or smoke may be present, with heavy machinery nearby.

In emergency situations, the employee may be required to work under signification pressure, be subjected to extended work hours and be on-call in case of emergencies.