



We invite applications for the position of:
**OFFICE OF EMERGENCY SERVICES (OES)
COORDINATOR**
\$122,497 to \$144,114 Annually
(Plus a comprehensive benefits package)

Why Consider The City of Mountain View?

It's simple. We are a **passionate team of professionals committed** to providing **excellent service** to the **community** we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture. The City of Mountain View Fire Department is one of only 12 agencies in the State of California, and 57 nationally, to be awarded the prestigious Class 1 Public Protection Rating by the Insurance Services Office (ISO).

About This Role

We want a highly **motivated, reliable, and skilled** individual to join the Fire Department for the position of Office of Emergency Services (OES) Coordinator with the City of Mountain View. You will join a **fast-paced, dynamic team environment**, with responsibilities in emergency management, threat mitigation, media relations and social media outreach, while providing exceptional customer service to the community. You can review the detailed job description for OES Coordinator on the City's website [here](#).

What You Bring

- Equivalent to a bachelor's degree and two years full-time progressively responsible administrative or analytical experience in a related public safety field (either in an office of emergency services, fire, or police agency).
- ICS 300 Certification.
- Federal Emergency Management Agency (FEMA) Professional Development Series Certification.
- Valid California Driver License.

Bonus Points

- Additional Federal Emergency Management Agency (FEMA) course work.
- Knowledge and understanding of homeland security, government security clearance, and familiarity with local areas and police and fire agencies in Santa Clara County.

Who You Are

- Highly effective communicator in various forms, including presentations, social media, and written press releases.
- Collaborative, interpersonal, and able to engage the cooperation of diverse groups, including City employees, other agencies, and volunteers.
- Passionate in providing exceptional training and pertinent emergency preparedness information to the community at large.
- Analytical and detailed oriented mindset, with ability to assess and identify potential issues and/or hazards.
- Multi-tasker who is able to juggle multiple priorities with proven project and time management skills.

What You'll Do

- Oversee the efforts of volunteer organizations that assist the City during a disaster, such as amateur radio operators and community emergency response teams.
- Respond to media inquiries and write fire related press releases.
- Assist schools, medical facilities, businesses and industry in the preparation of emergency plans.
- Serve as the City's representative to County and regional emergency planning, Homeland Security, and disaster preparedness committees and organizations.
- Conduct threat, risk and vulnerability assessments as needed to identify and remedy potential issues related to emergencies or hazards.
- Perform PIO duties, utilize social media to communicate fire and disaster related information to the public and the media.
- Provide emergency management functions in the field with Suppression staff.

What We Offer

- Comprehensive benefits package including generous paid leave and group health coverage.
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction.
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree.
- Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution
- Employee appreciation days and activities.
- Professional Development Funds - \$800.00 annually.
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program.

Working Conditions

This position works a variable schedule and is also required to return to work as directed at odd hours and for extended periods of time during major emergencies or on receipt of a disaster warning. Must be available on evenings and weekends for presentations, training, and meetings.

Are You Ready? Apply!

Submit your application, resume, *and* both required certifications (ICS 300 and the FEMA Professional Development Series) online at www.calopps.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. This recruitment will end on **Friday, June 29, 2018** at 5:00 p.m. PST. The most appropriately qualified candidates will be invited to an oral board interview (weighted 100%). Depending on the number of applicants this process may be altered. Qualified candidates are encouraged to apply early!

Fine Print

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Candidates on the eligibility list must successfully pass an extensive background investigation conducted under POST guidelines, including a Department of Justice (DOJ) fingerprint check, prior to employment. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

CITY OF MOUNTAIN VIEW
Office of Emergency Services (OES) Coordinator
Supplemental Questionnaire

Please answer the following questions and submit with your application. Please limit your responses to one page per question or less.

1. Please describe how your knowledge and understanding of homeland security, government security clearance, and familiarity with local areas and police and fire agencies in Santa Clara County makes you a highly qualified candidate for this position.
2. Please list any additional FEMA or related emergency management coursework you have completed (beyond the required FEMA Professional Development Series certification). If no additional coursework has been completed, please write "n/a".