



SAN RAFAEL

THE CITY WITH A MISSION

COMMUNITY DISASTER PREPAREDNESS COORDINATOR

San Rafael Fire Department

Full-Time/40 Hours Per Week/Fixed-Term

\$5,952 - \$7,234 per month

Plus excellent benefits

APPLICATION DEADLINE: *Apply by Tuesday, September 7, 2021 for first consideration*

The City of San Rafael Fire Department and Office of Emergency Services (OES) is seeking to fill the position of Community Disaster Preparedness Coordinator. This is a three (3) year fixed-term position, with the potential to be extended dependent on available funding and job performance. This is an "at will" position with benefits available. The Coordinator will occasionally be required to work nights and/or weekends for scheduled community engagement events or unplanned emergencies.

Under the supervision of the Emergency Manager, the Community Disaster Preparedness Coordinator will coordinate activities associated with disaster preparedness and emergency management, with a focus on community preparedness and wildfire prevention and response. The Coordinator will work to improve community disaster preparedness and resiliency through outreach, education, engagement, and empowerment; support the San Rafael Community Emergency Response Team (CERT) program; support Firewise communities and Neighborhood Response Groups (NRG's); support Emergency Operation Center (EOC) functions; and augment designated fire-prevention and emergency management staff on strategic projects and programs. This position is a highly public facing position and the successful candidate will demonstrate emotional intelligence, ability to engage and influence others an interest in training and educating others, and professionalism. The Community Disaster Preparedness Coordinator is expected to be a strategic problem-solver with the ability to nimbly jump in and participate in any variety of tasks or duties that help enhance preparedness, prevention, and safety.

Essential Duties and Responsibilities:

- Assist in the development and implementation of public awareness programs regarding disaster preparedness and wildfire safety.
- Develop educational materials and make presentations to business, professional and community groups; speak to groups of various ages, educational levels, and socio-economic backgrounds.
- Coordinate the development, implementation, and maintenance of various community-based emergency preparedness programs, including but not limited to wildfire preparedness, Neighborhood Response Groups, Get Ready and Firewise.
- Support and coordinate San Rafael CERT program, including database management, meeting facilitation, as well as training and exercise development and implementation.

- Plan, organize, review, evaluate, and personally perform activities to implement a variety of emergency preparedness and disaster recovery programs and procedures under the NIMS/SEMS/ICS models.
- Support emergency alerting and notifications, including educational endeavors, outreach, signage, and database management; work to increase understanding and voluntary engagement in emergency notification programs such as Alert Marin and Zone Haven.
- Facilitate the preparation, maintenance, and distribution of a current Emergency Operations Plan in collaboration with local and regional partners
- Address the needs and inquiries of residents in a compassionate, articulate, and reasonable manner.
- Represent the department through collaboration with multiple community-based organizations, partner agencies and varied stakeholders involving emergency and non-emergency settings.
- Seek and participate in the development of various community preparedness and emergency management grants and supplemental resources opportunities.
- Assist in the development and maintenance of the City's Emergency Operations Center (EOC) and alternate EOC staff during exercises and emergency response activations.
- Support the development, execution, and after-action evaluations of City and community-based drills and exercises, including but not limited to evacuation drills and EOC exercises.
- Participates in the development and implementation of budgets for emergency preparedness activities.
- Related duties as assigned.

Knowledge of:

- The Whole Community approach to disaster preparedness, including resources and engagement strategies.
- State and Federal regulations pertaining to disaster and civil defense planning and preparedness and advises management regarding compliance with such regulations.
- California Standardized Emergency Management System (NIMS); Emergency Operations Center (EOC) structure and operating procedures; emergency operations communications systems.
- Emergency, environmental and fire hazard prevention; principles and practices of emergency management, including hazard identification, mitigation, and disaster preparedness; urban interface education/training.
- Office procedures, methods and equipment including Microsoft Office and Google suites, with the specific ability to efficiently use and develop email, calendars, databases, slide decks, and word processing.
- Curriculum development, effective instructional and presentation delivery strategies, and the development of instructional materials.

Ability To:

- Communicate clearly and concisely, orally and in writing; prepare clear and concise reports.
- Be self-motivated and motivate others to achieve preparedness; work on a team and independently to complete assigned duties and responsibilities in a timely manner.
- Multi-task and effectively prioritize a variety of projects and objectives to meet target outcomes and deadlines.
- Logically and creatively utilize a variety of techniques to solve complex emergency preparedness challenges.
- Learn and retain local geography and resources as they relate to emergency management planning and operations.
- Gain the respect, confidence and cooperation of the public, City employees, and partners; maintain effective working relationships with those contacted in the course of work

- Interpret and explain emergency management and wildfire safety concepts in an accessible manner to residents and community organizations.
- Coordinate, train, oversee, and support volunteers.
- Apply principles of inclusion, equity, and public safety.
- Work cooperatively with the public, fire, law enforcement, and other emergency response organizations.
- Research, analyze and evaluate new service delivery methods and techniques to better meet objectives and actualize Together San Rafael Principals.

Education and Experience:

- Bachelor's degree (or equivalent experience) from an accredited college or university with a major in Emergency Management, Public Administration, Business Administration, Communications, or related field of study is preferred.
- Two (2) years of experience in emergency management, community preparedness, or wildfire prevention, preferably in a government setting, or closely related field. Additional related specialized training or certification may, at the sole discretion of the City, be substituted for required work experience.
- Must possess and maintain a valid California driver's license, with a satisfactory driving record.
- Bilingual English/Spanish is desired.

Interview Process: The most qualified applicants will be invited to interview.

Application Process: To file an application on-line go to www.calopps.org. Select "Member Agencies". Select "City of San Rafael".

Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20155420>

Reasonable Accommodation: The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodations must be requested by the applicant.