

# EMERGENCY PREPAREDNESS COORDINATOR

Approved: February 2024

FLSA: Non-exempt

Unit: SEIU



Definition
Under direction of the Assistant City Manager, plans and coordinates activities and functions of programs; performs a variety of administrative, planning, program monitoring, and evaluation duties; coordinates City emergency and disaster related efforts including response, recovery and mitigation; develops and administers plan modification, outreach, training and reporting activities; maintains the City's Emergency Operations Center in a constant state of readiness; directs the activities of staff engaged in disaster and emergency planning; and performs related duties as required.
Supervision received and exercised
Receives general direction from the Assistant City Manager or City Manager. May exercise supervision over supervisory, professional, technical, and administrative support staff and volunteers.
Class characteristics
The Emergency Preparedness Coordinator is committed to increasing the City's capacity to prepare for, respond to, and recover from emergencies and disasters. The position is part of the City Manager's Office and works closely with the Assistant City Manager, Deputy City Manager, and Public Engagement Manager, as well as the Police Chief and other Police personnel, and key staff across other departments such as Public Works and Library and Community Services. Menlo Park provides a highly collaborative environment and multiple departments play vital roles in emergency preparedness activities. The Emergency Preparedness Coordinator ensures city staff are trained in emergency preparedness standards and at regular intervals, creates and implements emergency preparedness plans, and collaborates with agencies in the region to ensure the city maintains strong relationships in the emergency management field.
Examples of typical job functions (illustrative only)
<p>Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.</p> <ul style="list-style-type: none"><li>• Develops and implements integrated disaster response/recovery plans; ensures that plans are in compliance with the City, County, State and Federal rules and regulations.</li><li>• Designs, coordinates and evaluates emergency management exercises; ensures that the City is adequately prepared for, and successfully carries out, yearly emergency preparedness disaster drills.</li><li>• Evaluates effectiveness of assigned programs; conducts surveys to identify participant satisfaction with assigned program; evaluates results and makes recommendations on program changes; researches new program ideas to meet the needs of the agency.</li><li>• Plans program content on a monthly/periodic basis; prepares regular calendar and reviews with supervisor; prepares and maintains program and event schedules.</li><li>• Represents the City within the community and in professional organizations and associations; serves as a liaison with external emergency preparedness agencies.</li><li>• Provides administrative support, such as conducting research, performing special projects, developing reports, assembling materials, composing documents, proofreading, filing, retrieving information, updating databases or compiling statistics.</li><li>• Prepares and updates correspondence, handouts and other written materials for distribution.</li><li>• Proposes alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergencies.</li><li>• Organizes, equips, maintains and reviews the effectiveness of the City's Emergency Operations Center (EOC), while keeping it available for immediate activation by operating and testing EOC equipment and systems, developing and reviewing activation and operation procedures, and stockpiling appropriate supplies.</li><li>• Applies for funding for emergency-management-related needs; administers and reports on the progress of such grants.</li><li>• Implements and tracks Incident Command System (ICS) and other training for all City staff, in collaboration with City departments, to ensure City staff receive initial and ongoing training to maintain up-to-date understanding of emergency response responsibilities.</li><li>• Ensures that the City maintains policies for excessive heat, poor air quality and wildfire smoke, and other conditions that require resources and response for the public.</li><li>• Performs other duties as assigned.</li></ul>

## Qualifications

### Knowledge of

- Principles, practices, methods and techniques of modern disaster response including the use of Standardized Emergency Management System (SEMS), Operational Area Satellite Information System (OASIS), State Resource Information Management System (RIMS), Geographic Information System (GIS), Hazards US (HAZUS), the National Incident Management System (NIMS) and the Incident Command System (ICS).
- Federal and state disaster preparedness, response, recovery, and mitigation programs.
- Emergency planning and operational procedures for an Emergency Operations Center (EOC).
- Land use and identification of potential hazards.
- Principles and practices of effective customer service.
- Basic principles of budget monitoring.
- Methods and techniques of communicating program activities including the use of social media.
- Applicable Federal, State and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and procedures of record keeping and report preparation.
- Modern office practices and methods including computer equipment and software programs relevant to the work performed.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

### Ability to

- Understand, interpret, apply and explain complex local, state and federal rules and regulations governing emergency preparedness.
- Analyze the potential for disasters and oversee development and production of a comprehensive plan for mitigation, response and recovery including research and modification of elements of existing comprehensive emergency response plans.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff, contractors and volunteers.
- Respond to the City's Emergency Operations Center in the event of activation.
- Operate and manage computer programs related to Emergency Management within the department.
- Evaluate program effectiveness and recommend changes.
- Source the equipment and materials needed to implement assigned programs.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State and local policies, procedures, laws and regulations.
- Exercise judgement and initiative during stressful emergencies.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Effectively monitor program budget and expenditures.
- Foster a team environment with program staff.
- Prepare clear and concise reports, correspondence and other written materials.
- Organize own work, set priorities and meet critical time deadlines.
- Effectively communicate, both verbally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## Education and experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year college or university with major coursework in business, public administration, emergency management or a closely related field.
- Two (2) years of professional experience in emergency management, emergency preparedness, disaster response, emergency response and/or public education programs. Professional experience in public safety field (either in an office of emergency services, fire, or police agency) is highly desirable.

## Licenses and certifications

- Possession of a valid California driver's license and a satisfactory driving record.

- Must have completed required Federal Emergency Management Agency (FEMA) courses: IS 100, 200, 700, and 800.
- Possession of FEMA Advanced Professional Series (APS) Certificate is preferred upon hire, otherwise must be completed within two (2) years of employment.
- State of California EOC Position Credential within approximately two (2) years of employment. Must be maintained continually as a condition of employment.

#### **Physical demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 60 pounds with the use of proper equipment.

#### **Environmental elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and some direct exposure to hazardous physical substances. Employees are also outside with the public and may be exposed to variable temperatures and weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.