



Emergency Services Coordinator (Part Time) **Administration Department**

\$36.89- \$47.82 hourly without benefits
(20-25 hours per week)

OPEN UNTIL FILLED

Priority Screening:
Monday, October 26, 2020 at 5:00 p.m.

If you are interested in pursuing this exciting career opportunity, there are three (3) required items that must be submitted in order to be considered:

- A completed City of Gilroy online application including supplemental responses.
- A cover letter that explains your specific interest in the position.
- A detailed resume that highlights your related skills and experience.

ABOUT THE POSITION

The City of Gilroy is currently recruiting for a part-time Emergency Services Coordinator. This is a newly created position in the City Administrator's Office that will maintain and assist in the implementation of the City's emergency preparedness, response and disaster recovery programs.

This is an exciting opportunity for someone with emergency operations experience and the ability to build training programs as this role will be key in further strengthening the City's emergency management capabilities. One of the first-year key projects is to establish and implement the City's Emergency Operation Center (EOC) training schedule.

GENERAL DESCRIPTION:

The part-time Emergency Services Coordinator plans, coordinates and implements the programmatic, administrative, and operational activities in support of the City Administrator. This position provides staff support to the City Administrator/Emergency Services Director; meets with a wide variety of officials, local, state, and federal agencies, businesses, community services, both public and private, concerning the related work and goals of the City; undertakes special projects with citywide significance as assigned; and performs related duties as required. This is an exempt, part-time, at-will position that serves at the direction of the City Administrator.

IDEAL CANDIDATE:

The “ideal candidate” for this position will:

- Possess an understanding of the principles and practices of emergency management program development and administration, disaster preparedness and planning, and recovery programs.
- Be passionate about emergency preparedness and excited to lead the organization with these efforts.
- Have strong interpersonal and facilitation skills to lead emergency management training programs and work with all city departments on emergency preparedness projects and tasks.
- Have strong collaboration skills to work with partners throughout the county and region on emergency management efforts.
- Possess an understanding of legal and administrative rules and regulations that apply to the operation of City Government.
- Work flexible hours including evening and weekend hours.
- Be bilingual English/Spanish with the ability to provide verbal and written emergency preparedness information to Gilroy’s Spanish-speaking community members.
- Have experience with grants and other funding opportunities to expand and improve the City’s disaster preparedness efforts.
- Be self-driven and able to work independently to complete projects and tasks by set deadlines.

EXAMPLES OF DUTIES:

1. Assists in recommending and developing goals, objectives, policies and priorities related to a specialized service or program and is responsible for implementation of these objectives and programs.
2. 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.
3. Provide technical expertise in the area of disaster recovery and mitigation with a focus on establishing alternative means of providing power, water, communications, food and shelter for citizens in the event of a major disaster.
4. Coordinate and conduct drills and exercises to ensure the City’s emergency plan is current, efficient, and effective; modify and update plan as necessary.
5. Facilitate the preparation of, maintain, and distribute a current Emergency Operations Plan.
6. Assist in the development of public awareness programs regarding disaster preparedness.
7. Interpret State and Federal regulations pertaining to disaster and civil defense planning and preparedness, and advises management regarding compliance with such regulations.
8. Develop educational materials and make presentations to business, professional and community groups.
9. Assist in the development and presentation of training sessions to City staff.
10. Coordinate department safety program related to emergency management in accordance with OSHA Guidelines.

11. Assist in resource development, homeland security related grant procurement and grant administration.
12. Maintain detailed records and prepare correspondence and periodic special reports.
13. Coordinate community emergency response team volunteers and medical reserve corps in conformance with the standards, practices, and procedures of the emergency plan.
14. Attend required meetings, training seminars, and conferences related to emergency management and homeland security.
15. Liaison with schools, business, local jurisdictions, State and Federal agencies.
16. Compile and analyze data, conduct surveys, prepare staff reports and other related correspondence summarizing information into written reports. Conducts short and long range strategic planning for the development, maintenance, and improvement of the City's emergency services and public education programs.
17. May prepare and present press releases to television, radio, print, and social media related to emergency events; work closely with the City's Communication & Engagement Manager.
18. Provide leadership and direction to city staff regarding emergency management functions.
19. May lead and supervise emergency management volunteers and/or interns.
20. Performs related duties as required.

QUALIFICATIONS

1. 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.
2. Two (2) years of experience in emergency management, preferably in a government setting, or closely related field. Additional related specialized training or certification may, at the sole discretion of the City of Gilroy, substitute for up to one year of the required work experience.
3. Successful completion of National Incident Management System (NIMS) training courses (NIMS 100, NIMS 200, NIMS 300, NIMS 400, NIMS 700, and NIMS 800) prior to hire or within six (6) months of hire.
4. Successful completion of Standardized Emergency Management System (SEMS) Emergency Management Specialist Certificate prior to hire or within ten (10) months of hire. Certificate program includes: Emergency Management Concepts, Mitigation for Emergency Managers, Emergency Planning, Recovery from Disaster: The Local Community Role, and other required elective courses totaling seventy-two (72) hours of instruction.
5. Possess and maintain a valid CPR/AED/First Aid certification within six (6) months of hire.
6. Able and willing to respond back to the City during emergencies when requested.
7. Able and willing to work additional hours, days, nights, weekends, and holidays as needed to get the job done.
8. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
9. Strong computer/technology skills required.

10. Willingness to continue education and training and expand skills by taking additional courses, attend seminars, workshops, and individual study.
11. Pass a post-offer medical examination, which includes a drug test.
12. Pass a detailed employment background check, including a Department of Justice criminal record check.
13. Prefer non-tobacco user.
14. Bilingual English/Spanish desired, but not required.

COMPENSATION, BENEFITS, AND ADDITIONAL INFORMATION

Other Information

Part-time employees are non-benefited, at-will positions. Part-time employees are enrolled in the PARS retirement system with the City making an employer contribution and the employee contribution (6.2%) being deducted from your payroll check. The PARS retirement system is in lieu of participating in social security. You will, however, participate in the Medicare portion of social security as that is a required program.

Payroll

All City employees are paid monthly, on the first business day of each month for the prior month via direct deposit.

Work Hours

Part-Time employees must have availability to work the designated work schedule for the position and must be available to work additional or less hours as needed. The maximum work hours are 25 hours per week and may not exceed 108 hours per month.

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire for this position is part of the on-line application form for this recruitment on NEOGOV. You must file your responses via the on-line application process.

Supplemental Questions:

1. Please list the total number of months and/or years of related work experience in emergency management, preferably in a government environment and note if the work time was part-time or full-time including weekly hours worked. Include specific dates and timeframes for each position listed.
2. Please describe your experience with the following areas:
 - A. Developing emergency preparedness and disaster relief programs
 - B. Development and delivery of training focused on emergency management
 - C. Emergency Operation Center (EOC) operations
 - D. Public awareness programs regarding disaster preparedness
3. Please list all the National Incident Management System (NIMS) training courses you have completed and/or are currently taking. Completion of NIMS training courses is required within the first 6 months employment.
4. Do you currently possess the Standardized Emergency Management Systems (SEMS) Emergency Management Specialist Certificate? If no, please indicate any courses you have taken toward the certificate. Please note certification is required within the first 6 months employment.

5. Do you currently possess a valid CPR/AED/First Aid certification? Please note certification is required within the first 6 months employment.
6. Are you able to respond back to the City during emergencies when requested?
7. Are you able to work additional hours, days, nights, weekends, and holidays as needed?
8. A valid CA driver's license and a safe driving record are required for this position. Final candidates will be required to provide a current DMV report dated within the last 30 days. Please explain in detail any violations that appear on your driving record.
9. Please list three work-related references with contact information. *(Note: references will not be contacted without candidate's authorization and this step is not completed until after the interview process.)*

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your NEOGOV application:

- **A completed City of Gilroy online application including supplemental responses.**
- **A cover letter that explains your specific interest in the position.**
- **A detailed resume that highlights your related skills and experience.**

City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online: Go to <https://www.governmentjobs.com/careers/cityofgilroy>. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

Recruitment Schedule – Key Dates*

This position is open until filled. Applications will be continuously reviewed. Oral board interviews may be scheduled at any time.

Priority Screening: Monday, October 26, 2020 at 5:00 p.m.

Interview and Practical Exercise: To be determined

Finalist Interviews: To be determined

*(*Note: The examination process/schedule may be changed as needed by the City.)*

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass an employment background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away 408-846-0228.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER
AND SUPPORTS WORKFORCE DIVERSITY.**