



Emergency Services Manager

Fire Department



Dynamic Environment. Rewarding Careers.

The Organization

Fremont is a well-managed and innovative city. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, clean technology and advanced manufacturing, a low crime rate, great schools, a low unemployment rate, quality parks, nearby open space, and an incredibly diverse population of over 235,000 residents. With its strong and diversified business base, Fremont is an important economic force in the region. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.

The Position

Under administrative direction from the Fire Chief and Deputy Fire Chief, the Emergency Services Manager will develop, coordinate and implement the City's preparedness, and response and recovery programs. In addition, the position will provide expert, professional assistance to the City's executive management staff, and train and supervise assigned staff.

Ideal Candidate

The ideal candidate will have a sophisticated understanding of the principles and practices of emergency services program development and administration, disaster preparedness and planning, acquired via a combination of specialized emergency management education, certification, and significant emergency services program management experience. The successful candidate will have the ability to manage and direct a comprehensive city-wide emergency services program, and the ability to plan, organize, direct and evaluate the work of assigned staff, generally temps or volunteers at an unprecedented time of emergency in our region. A degree in Emergency and Disaster Management, or equivalent coursework and certification(s) from an emergency management organization(s) is highly desirable.

Minimum Qualifications

Any combination of education and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job would be qualifying. A typical way to accomplish this includes:

Education: Bachelor's Degree in Public or Business Administration, Liberal Arts, Communication, Emergency Management or a related field.

Experience: Five (5) years of experience in emergency response management, including a minimum of one (1) year at the full supervisory level that includes experience in the development of an Emergency Operations Center, disaster preparedness plans, educational/training programs, and the coordination of multi-agency and municipal emergency response.

Licenses/Certificates/Special Requirements:

- This position requires the ability to travel independently within and outside City limits.
- Possession of a Class C California driver's license is required at the time of appointment.



Examples of Responsibilities

- Plans, organizes, directs, evaluates and modifies emergency management functions and programs to ensure the readiness of the City's Emergency Operations and personnel; develops goals, objectives, policies, procedures and work standards for such functions and programs.
- Schedules regular testing procedures to insure operational efficiencies and activates sections of the emergency plan at the direction of the Fire Chief and City Manager.
- Maintains the Community Emergency Response Team (CERT) and Medical Reserve Corps (MRC) program and provides CERT/MRC members with training exercises in emergency relief efforts.
- Manages the EOC (Emergency Operations Center) Committee, which is tasked with improving the operational readiness of the EOC.
- Trains, or provides for the training of, various City personnel to establish and fulfill roles and responsibilities for emergency preparedness; coordinates City and regional training exercises; evaluates and makes recommendations on training materials and equipment related to emergency preparedness, response and recovery.
- Prepares user manuals for emergency procedures.
- Partners with representatives of City departments, public and private support and relief agencies, businesses, homeowners, educational and other groups regarding City emergency services.
- Assists in the preparation and administration of the division budget; develops and monitors grant-funded program budgets; and monitors Federal and State disaster reimbursement programs.
- Identifies potential hazards in the community and develops action plans while monitoring natural disasters, hazardous spills, biological and chemical attacks and other acts of terrorism.
- Works closely with Staff and other public and private groups to coordinate plans for city-wide emergency services projects.
- Coordinates critical infrastructure and telecommunication needs in the event of an emergency and administers any EOC management software system for the City.
- Advises Fire Chief during an emergency in the full operation of the Emergency Operations Center.
- Prepares or reviews reports for the City Manager, City Council, Fire Chief, Deputy Fire Chief, Disaster Council or other commissions.
- Represents the department before civic and community groups and increases community participation in the programs via outreach activities.
- Plans, organizes, directs, reviews and evaluates the work of assigned staff and volunteers.
- Confers and negotiates agreements with public, non-profit and private sector resource agencies for support of the City before, during and after a declared emergency.
- Confers with State and Federal emergency management representatives in supporting City emergency management activities and assures conformity of City emergency management programs with Federal and State requirements.
- Promotes citizen and community hazards awareness and disaster education programs, provides self-help programs on emergency planning and preparedness, as well as hazard identification and risk assessment to neighborhoods, school districts and businesses.
- Works to foster a City-wide integration of disaster resistant community goal with those of sustainable development.
- Other duties as assigned.



The Application & Selection Process

To be considered for this opportunity, apply [online](#).
The application process requires the following:

- **Completed application**
- **Cover letter**
- **Resume**
- **Supplemental questionnaire**

Tentative Recruitment Schedule

First Review of Applications12 p.m. (Noon) on August 14

Oral Panel Interviews.....Week of August 24

Finalist Interviews.....Week of August 31

This position will remain open until filled



Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs with a minimum of five (5) days in advance of the selection process by contacting Human Resources at (510) 494-4660 or at humanresources@fremont.gov. The City of Fremont is an Equal Opportunity Employer.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

Compensation & Benefits

Annual Salary Range – \$111,891 to \$151,052. Placement within the range will be made depending upon the qualifications and experience of the selected candidate.

The following generous benefits are provided:

Medical – A variety of plans are offered through CalPERS.

Dental – Plans are offered through Delta Dental.

Vision – Plans are offered through VSP.

Health Benefit Allowance – The City contributes up to \$2,280 towards health benefit premiums (medical, dental and vision) and unused allowance up to \$580 is paid monthly to the employee.

Retirement – As defined by the Public Employees' Pension Reform Act of 2013 (PEPRA) and in the CalPERS retirement system:

- **Classic Members** will receive CalPERS retirement benefits under the 2% at age 60 plan.
- **New Members** will receive CalPERS retirement benefits under the 2% at age 62 plan.

Deferred Compensation

- **Voluntary Plan Options** – The City offers two optional 457 plans for employee participation.
- **401(a)** – 2% City paid contribution.

Income Protection – The City provides basic plan coverage for Life and Accidental Death and Dismemberment and Long Term Disability with additional coverage available for purchase by the employee.

Flexible Benefit Plan – Employees have the option to contribute tax-free income for medical premiums, healthcare reimbursement and dependent care reimbursement.

Commuter Benefits (Parking and Transportation) – Employees have the option to set aside money on a pre-tax basis to pay for work-related commuting and parking expenses.

General Leave – Up to 128 hours per year

Management Leave – Up to 112 hours per year

Holidays – 12 days paid

A complete [benefits summary](#) can be viewed [online](#). This position is represented by the FAME bargaining unit.



Emergency Services Manager - Supplemental Questionnaire

The selection process will consist of an evaluation of the applicant's education, training and work experience based on the application and responses to the supplemental questionnaire. Responses to the supplemental questionnaire must reflect the work experience that is included in the "Work Experience" section of the online application. Only those candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews, one of which may include a practical/writing exercise.

You will be prompted to respond to the following questions during the online application process:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer "see resume" or "see application" as these are not valid answers. Select "Yes" to reflect that you have read and understand this statement. ☐ Yes ☐ No
2. What is your highest level of education achieved?
 - ☐ Bachelor's degree
 - ☐ Master's degree
 - ☐ None of the above
3. Please specify your degree major:
 - ☐ Public or Business Administration
 - ☐ Liberal Arts
 - ☐ Communication
 - ☐ Emergency Management
 - ☐ Related field
4. *If your degree is in a related field, please specify your degree major.
5. Please describe any coursework that you have completed and/or certifications that you possess related to emergency and disaster management. Please also specify the emergency management organization(s) where you completed the coursework and/or obtained the certification(s).
6. Do you possess a Class C Driver's license?
7. Please specify if you possess a current First Aid and CPR certification(s). These certifications are required by the end of the probationary period.
 - ☐ First Aid Certification
 - ☐ CPR Certification
 - ☐ I do not possess First Aid and CPR certifications
8. How many years of professional experience do you have in emergency preparedness, emergency response or recovery management?
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 3 years
 - ☐ 3 years to less than 5 years
 - ☐ 5 years or more
9. Describe how you meet the experience requirement: Five (5) years of experience in emergency response management, including a minimum of one (1) year at the full supervisory level that includes experience in the development of an Emergency Operations Center, disaster preparedness plans, educational/training programs, and the coordination of multi-agency and municipal emergency response. Include any experience that you have related to community resilience plans.
10. Describe any experience you have in the development and delivery of training focused on emergency management. Please include the type of training, and the composition and size of the audience.
11. Describe your experience implementing and managing information systems, technology and software specific to emergency management. Please specify the types of systems and programs you have utilized.