



CITY OF SIMI VALLEY

Announcing an Outstanding Career Opportunity

Emergency Services Manager



Salary: \$83,588—\$107,340 annually, plus excellent benefits. Benefits include fully paid medical for most plans (including family coverage) as specified in the current management resolution.

Position:

The Emergency Services Manager leads, manages, and coordinates operations and services of the City's Office of Emergency Services within the Police department; supervises the work of assigned staff and volunteers; implements program goals and objectives; and performs a variety of administrative and professional tasks in support of assigned area of responsibility.

Minimum Qualifications:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration or a related field.

Experience: Three years of increasingly responsible experience coordinating a full service emergency services program.

License or Certificate: Possession of, or ability to obtain, an appropriate, valid driver's license.

Completion of the following Incident Command System (ICS) courses: ICS-100, ICS-200, ICS-300, ICS-400, IS-700, IS-800.

Certification as a Certified Emergency Manager (CEM) is desirable.

The ideal candidate for this position is someone who:

- Is motivated and self-sufficient; able to work with minimal supervision
- Develops strong working relationships with City Staff and Department Heads
- Is a strategic thinker and planner; able to anticipate problems and propose creative solutions
- Possesses excellent written and verbal communication skills
- Is comfortable addressing the public and skilled in media relations
- Is knowledgeable in the Incident Command System and its function in Emergency Management

The City of Simi Valley is an Equal Opportunity Employer

Benefits:

- Retirement: CalPERS 2% @ 55 or 2% @ 62 defined retirement plan. Employees currently pay a 7% contribution.
- Medical: \$139/mo, plus up to \$2,040.18/mo in "Simiflex Dollars" (cash to offset the cost of health or other optional benefits).
- Dental: A PPO and HMO plan are available. Employee cost ranges from \$0 to \$52 per month.
- Vision: A plan is available for a cost of \$2.66 per month.
- Life Insurance: \$101,000 for employees and \$5,000 for each dependent is provided at no cost.
- Disability Insurance: Paid by the City.
- Retirement Health Savings Plan: \$200 per month.
- Deferred Compensation: 401(k) plan; the City will match employee contribution up to \$185.83 per month.
- Annual Leave (Vacation & Sick Leave): 227.5 hours/year - first five years; 267.54 after five years; & 279.5 after ten years.
- Holidays: 11 paid holidays per year (paid at eight hours each), as well as an 8-hour floating holiday.
- Alternative Work Schedule: a 4/10 schedule with Monday or Friday off.

Optional benefits and tuition reimbursement are also available.

For complete details on the benefits provided for this position, please visit: <https://www.simivalley.org/home/showdocument?id=17449>



City of Simi Valley Human Resources

2929 Tapo Canyon Road

Simi Valley, CA 93063

www.simivalley.org

Questions? Contact Human Resources via e-mail at jobs@simivalley.org or call (805) 583-6743.

The provisions on this announcement do not constitute an expressed or implied contract, and any provision contained in this announcement may be modified or revoked at any time.

Application and Recruitment Process

This recruitment is open until filled with the first review of applications occurring on April 20, 2020. Apply online at www.Calopps.org.

Resumes are not accepted in lieu of the City's Application form. Employment applications and supplemental questionnaires must be complete, contain a minimum of ten years of experience (appropriately), and list gaps of employment.

Selection Process: Candidates who possess the best combination of qualifications will be invited to interview; an interview is not guaranteed.

Applicants seeking Veteran's Preference must submit form DD214.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.