



AUGUST 2020
FLSA STATUS: EXEMPT

EMERGENCY PREPAREDNESS OFFICIAL

DEFINITION

Under administrative direction, performs a variety of technical, administrative, operational, and management work in planning, organizing, budgeting, directing, coordinating, training and implementing disaster response plans, fire prevention, emergency medical services to prevent or minimize the loss of life and property caused by natural disasters, wildland fires, medical emergencies, rescue situations, homelessness and public health issues.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Yreka City Manager. Coordinates with other agencies to provide emergency preparedness and response training to medical and emergency partners, and government, tribal, business, and other volunteers.

CLASS CHARACTERISTICS

The Emergency Preparedness Official is responsible for implementing the written or oral rules, policies, practices, or procedures established by the City, and carrying out the duties imposed by Federal, State, or local laws, rules, regulations, codes, standards, or ordinances, including but not limited to, applicable medical protocols, and the applicable other nationally recognized incident standards. The Emergency Preparedness Officer is responsible for development of administrative emergency actions plans for the City, its business and public information officer for public outreach for emergency preparedness services, including emergency medical services.

This position is part of the Yreka Executive Team. The Emergency Preparedness Official will liaison with regional and local law enforcement agencies, local fire agencies to partner with these organization for maintaining a constant state of readiness; and may serve as lead on special projects and perform related duties as assigned in relation to emergency services.

This position also provides assistance to the Yreka City Manager in a variety of administrative, coordinative, analytical, and liaison capacities in support of the City's overall mission. Successful performance in this role requires knowledge of public policy, municipal functions, and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing specific emergency preparedness planning goals and objectives, and for furthering City goals and objectives within general policy guidelines.

It is the responsibility of the Emergency Preparedness Officer to apply plans and procedures that seek to minimize losses associated with natural disasters, wildlands fires, rescue operations, and to assist with protocols for treatment and stabilization medical emergencies, and to coordinate with other agencies to address homeless and public health related issues.

The Emergency Preparedness Officer may be subject to emergency calls. The position is exempt from FLSA overtime.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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.

Nothing in this Job Description shall be deemed an irrevocable delegation of any express or implied power or authority of the City. The City expressly reserves to itself all express and implied powers or authority vested in it by applicable law.

General Work Schedule:

- Employee will be expected to work at least a typical Monday through Friday, 8-hour daily schedule.
- Will require occasional work on weekends and evenings.
- Expected to occasionally respond, within a reasonable response time, to emergency incidents after normal work hours.
- Employee will be expected to live within 20 miles of the city

Other:

- Implements directives from the Yreka City Manager.
- Maintains and shall maintain minimum Title 22 First Aid and CPR requirements for the position.
- Identifies and coordinates grant opportunities.
- Prepares and submits reports to the Yreka City Manager regarding the emergency preparedness activities as required or requested.
- Works with department heads, businesses, community groups in reviewing and/or developing emergency preparedness plans.
- Promotes public education on emergency preparedness; plans and conducts emergency preparedness education programs.
- Serve in administrative review of plans for implementation of, capital improvements, equipment, and apparatus relating to emergency operations.
- May request appropriate sources of mutual aid during large scale emergencies
- Responds to and assists in the coordination of emergency efforts by cities, state and federal agencies and other public jurisdictions, private entities and volunteer organizations during emergencies.
- Researches, prepares and maintains a variety of technical, statistical, administrative and narrative reports, and correspondence.
- Performs other duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of emergency response planning, training and management.
- Principles, practices, methods and techniques of modern disaster response including the use of Standardized Emergency Management System (SEMS) and the Incident Command Systems (ICS).
- Principles of public health, law enforcement, fire and public works operations.
- Principles and practices of project planning, development and evaluation.

- Administrative principles and practices including the preparation of policies and procedures.
- Federal, state and local laws, codes, ordinance related to emergency planning and operations.
- Records management principles and practices.
- Principles and practices of making effective oral presentations.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally where relations may be confrontational or strained.
- Standard office equipment and computer applications related to the work.

Ability to:

- Developing, recommending and implementing goals, objectives, policies, procedures and work standards.
- Evaluating program strategies, analyzing alternatives, defining problem areas and recommending solutions.
- Understanding and applying local, state and federal rules and regulations governing emergency preparedness.
- Training and facilitating others in policies and procedures related to the work.
- Assessing and prioritizing multiple tasks, projects and demands within limited timeframes.
- Exercising authority and providing direction in various situations, as required.
- Exercising sound independent judgment within general policy guidelines.
- Reacting calmly, quickly, effectively under emergency situations.
- Making effective oral presentations.
- Preparing clear concise, reports, correspondence and other written materials.
- Developing and maintaining accurate logs, records and files.
- To maintain cooperative working relationships with City staff and the Public.

Licenses and Certifications:

- Current California certifications for First Aid and CPR or higher (or ability to obtain within one year of employment).
- Possession of, or ability to obtain, a valid California Driver's License.

Minimum Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Minimum of five (5) years emergency response and preparedness operations, including development and implementation of emergency plans.
- ICS 100-400 certification.
- Two-year college degree with major coursework in fire science, administration, leadership/management, or a related field, or equivalent combination of experience and training.
- Working knowledge of federal/state grant programs.

Preferred Qualifications:

- Four-year degree with major coursework in fire science, administration, leadership/management, or a related field.
- Experience working in an Emergency Operations Center (EOC) is also preferred.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

Work is predominantly in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. 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 and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. 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 occasionally bend, stoop, kneel, reach, 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 with an average weight of 25 pounds, and up to 50 pounds with assistance from other staff members and/or the use of proper equipment. May interact with frustrated or irritated individuals in interpreting and enforcing City policies and procedures.

May require unusual or prolonged work hours during emergencies or disasters and during training programs. May be required to attend meetings outside of normal working hours. Must be able to implement appropriate response to any noticed emergency within 30 minutes. Ability to drive a motor vehicle to visit sites and attend meetings.