



CITY OF CHINO

Emergency Services Coordinator

Definition:

Under general direction, develops and implements a comprehensive disaster and emergency preparedness program for the City, including planning, training, response, recovery and disaster mitigation; coordinates and directs the activities of the City's Emergency Operations Center; coordinates disaster preparedness with City staff, community volunteers, civic organizations, and other federal, state and local governmental agencies, in accordance to City adopted policy and State and Federal law guidelines; performs related and peripheral duties as directed and required. Work schedule will include evenings, weekends, and holidays as needed.

Class Characteristics:

The Emergency Services Coordinator is a civilian position.

Essential Functions:

- Prepare, maintain and update the City's Emergency Operations Plan, Hazard Mitigation Plan, Emergency Management Training and Exercise Plan, and any other pertinent plans related to Emergency Services.
- Organize and ensure that the City's Emergency Operations Center (EOC) is maintained at an event-ready status; plan, conduct and evaluate EOC drills in accordance with federal and state regulations and adopted City policy; conduct routine tests of all EOC equipment to ensure proper operation and maintain City's EOC supplies and equipment.
- Oversee the coordination and activation of the EOC during actual disasters or planned events.
- Oversee the disaster recovery efforts; assist and participate in the set-up of local disaster centers and shelter sites following disasters, as necessary.
- Ensure that the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) are being implemented by the City and compliance is maintained.
- Develop and implement effective training for City staff, first responders, volunteers, community members, schools, and other public and private organizations through programs such as Disaster Academy, DSW Training, EOC Training, Chino Cares, NIMS/SEMS certification, shelter staff training, and emergency preparedness workshops. Maintain training records and prepare related reports.
- Prepare and present requests for grant funding and reimbursements related to FEMA; monitor grant projects for appropriate implementation; oversee grant reporting and disbursements.
- Maintain, audit, and ensure proper storage of the City's emergency supplies for City employees and for sheltering operations.

Emergency Services Coordinator

- Represent the City and present reports, both verbal and written, at professional meetings and conferences related to emergency and disaster preparedness programs, policies and activities.
- Attend emergency management training to keep current on trends and developments in the field of disaster and emergency management.
- Assist in coordinating meetings in order to develop and foster relationships with area stakeholders (ex: MET-Net meetings, Faith-Based Collaborative, Chino Valley Flood Task Force, Chino Valley Public Information Officers and Emergency Managers Group, etc.).
- Conduct and coordinate community outreach events to provide information related to disaster preparedness to the public which includes written materials, social media/website content, outreach booths, and public presentations.
- Use and prepare visual aids; exhibit initiative and use good judgment; plan, coordinate, and implement assigned programs and projects, carrying on several simultaneous assignments, with close attention to schedules and deadlines.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in Public Administration, Emergency Management, Operations and Logistics Management, or any related field (desired).

Experience:

- Two years of experience in developing and implementing emergency management or similar type programs.
- Two years of experience involving public speaking, and coordination and organization of group meetings and presentations.

Considerable knowledge of:

- Principles and practices of presentation design and delivery. Principles and techniques of community relations, including public speaking. Training and instruction.
- Record keeping.
- Computer applications, graphics and word processing programs.
- Disaster preparedness principles, practices and trends.
- Emergency Operations Center (EOC) operations.
- Incident Command System (ICS).

Knowledge of:

- Program development.
- Operational characteristics of radio and other communications media used during emergency situations.
- Pertinent federal and state public safety laws and regulations.
- Public relations principles and leadership techniques.
- Preparation of lesson plans and informational materials.

Proficient skill in:

- Operation of a computer and various hardware/software applications; general office skills.

Ability to:

- Prepare and deliver effective oral presentations and programs.
- Interact effectively and sensitively with individuals from diverse backgrounds.
- Analyze situations and adopt effective course of action.
- Research, collect, compile, and analyze information and data.
- Learn, understand, and apply the Incident Command System to programs, events, and critical incidents.
- Use, and edit for, correct English grammar, punctuation, and spelling. Plan and organize work to meet schedules and deadlines.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Prepare and present reports.
- Maintain accurate records.
- Maintain confidentiality of sensitive information and data.

Special Requirements:

- Possess, or have the ability to obtain certificates in ICS-100, ICS-200, ICS-300, ICS-400, IS-700, IS-800, or other Emergency Management related training within one year of the date of appointment.
- Work a varying, flexible schedule including weekends, weekdays, evenings, and holidays (hours/days may be adjusted as needed).
- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile

Category I – Light Physical Effort: Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

Physical Requirements

- Reaching: Reaching above the shoulders to place and/or retrieve objects.
- Sitting: Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day)
- Distant Vision (Acceptable for Driving): Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Employee Unit:

Unrepresented Management

New: 05/02/19