

CITY OF GARDEN GROVE
EMERGENCY OPERATIONS COORDINATOR

CLASS CODE: 501

RANGE: M186

DEFINITION:

Under general direction of a Police Captain, performs professional and administrative work in the development, planning, coordination, implementation, and execution of a comprehensive emergency and disaster preparedness program.

EXAMPLES OF DUTIES:

- Plan, implement, coordinate, and direct the City's emergency management programs, projects, and services, ensuring that all regulations and procedures are followed
- Coordinate and conduct emergency operations (EOC), Standardized Emergency Management System (SEMS), and National Incident Management (NIMS) training with City personnel and other agencies to maintain compliance with state and federal requirements
- Oversee all aspects of the Emergency Management Performance Grant (EMPG) and ensure the City maintains compliance while actively seeking funding through local, state, and federal disaster preparedness related grant programs
- Attend trainings as needed to maintain knowledge of current trends, legislation, and best practices related to disaster and emergency preparedness
- Develop, coordinate and manage all elements of the Community Emergency Response Team (CERT)
- Manage the City's ambulance contract, including coordination of the operational needs of the City and the tracking and processing of billing, hardship claims, and fees
- Enhance and maintain the City's Emergency Operations Plan (EOP)
- Prepare and monitor emergency operations budget
- Coordinates with City departments and outside agencies to manage disasters and emergencies

MINIMUM QUALIFICATIONS:

Education & Experience:

Graduation from an accredited high school or successful completion of the G.E.D. (General Educational Development) exam and four (4) years of progressively responsible experience in emergency management programs, disaster response, or emergency preparedness is required.

Knowledge of:

Principles of municipal emergency services program planning and development, policies, operations, services, and activities; federal, state, and local laws regulations, policies, and plans for homeland security, emergency management, and financial assistance; functions, practices, and procedures of Emergency Operations Centers and emergency communications; methods and techniques in disaster preparedness training; Standardized Emergency Management System (NEMS), National Incident Management System (NIMS), and operational area concepts; principles and practices of program development, administration, and evaluation; Microsoft office suite of products.

Ability to:

Plan, organize, develop, and coordinate emergency management programs and exercises; understand and apply local, state, and federal rules, regulations, and directives governing disaster and emergency preparedness; analyze situations quickly and accurately and take effective action; develop and present formal training programs in emergency management related subjects; develop public information materials and make public presentations; conduct research, perform analysis, prepare reports of findings, and make recommendations; establish and maintain effective working relationships with City officials, staff, representatives from other agencies, volunteers, and the general public; communicate clearly and concisely both orally and in writing with various individuals and groups.

Other Requirements:

Must possess a valid California Class "C" driver's license. A DMV Driving Record printout is required at the time of application.

Completion of the following courses is required: IS 700 – Introduction to National Incident Management Systems, ICS 800 – Introduction to National Response Plan, ICS 100 – Introduction to Incident Command Systems, ICS 200 – Basic Incident Command Systems, ICS 300 – Intermediate Incident Command Systems, and ICS 400 – Advanced Incident Command Systems

Certification as an Emergency Manager by the International Association for Emergency Managers is highly desirable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Incumbents in this classification sit, walk, stand, climb stairs, climb using simultaneous use of arms and legs, stoop, bend, lean, turn, twist, crouch, kneel, squat, reach above and below shoulder level, use fingers, hands, and legs repetitively, use hands or wrists repetitively with twisting or pressure, speak clearly, hear normal voice conversation, use visual depth perception; see small details and long distances, distinguish colors and shades, drive a vehicle; work on a personal computer; type or use a 10 key; and use a telephone.

WORK ENVIRONMENT:

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Incumbents in this classification work outside, inside, in direct contact with public, and may be required to respond to an emergency situation impacting the City at any time.

JOB FAMILY:

EEO CODE: Professional