

EMERGENCY SERVICES COORDINATOR

DEFINITION

Under general direction, to plan, organize, and administer county emergency services activities, including pre-emergency planning, emergency response activities, and post-emergency functions; to serve as the Operational Area Coordinator and provide staff support to the Amador County Operational Area Organization; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position class responsible for the day-to-day operations of the county's emergency services. The position's primary emphasis is on program development and implementation, staff supervision, development of community resources, and program administration for assigned areas. The incumbent also provides individual services in assigned areas of responsibility.

REPORTS TO

Undersheriff

CLASSIFICATIONS DIRECTLY SUPERVISED

None

EXAMPLES OF DUTIES

Plans, organizes, coordinates, develops and implements emergency services functions, including radio and telecommunications, transportation, attack warning, engineering, emergency welfare, law enforcement, fire and rescue, radiological defense, medical-health-sanitation, and staffing requirements; coordinates writing and updating emergency preparedness plans in accordance with state and federal guidelines; prepares and administers the emergency services budget; develops and directs, coordinates, arranges and provides emergency preparedness training programs; develops training modules for presentation to others; coordinates Emergency Management Council meetings; conducts conferences, meetings, and interviews; develops emergency operational plans, according to federal and state guidelines; works with other county staff and oversight bodies in the development of plans; conducts emergency activities according to appropriate guidelines; coordinates the development and maintenance of inventories of supplies and equipment; assists with acquisition of surplus property to meet emergency needs; serves on committees and task forces; recruits volunteers to fulfill emergency staffing requirements; provides volunteer training; provides public awareness of emergency planning, response capabilities, and county responsibilities before, during and after emergencies; provides controlled reconciliation of jurisdictional boundary disputes between fire, law enforcement, and ambulance providers; provides supervision and training for assigned staff; represents assigned functions with the public, community organizations, other county staff, and a variety of government agencies.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, techniques, and practices of federal, state and local emergency services.
- Laws, codes, rules, regulations, and ordinances governing emergency services
- Purposes, requirements, and mandated programs of state and federal agencies overseeing emergency services
- Program development, monitoring, and evaluation
- Budget development and expenditure control

Ability to:

- Plan, organize, coordinate, implement, and administer county emergency services
- Develop, implement, oversee, and carry out a variety of services and programs related to emergency services
- Analyze and interpret laws and regulations related to assigned areas of responsibility
- Gather, organize, analyze, and present a variety of data and information
- Prepare, clear, concise and accurate records and reports
- Communicate clearly and concisely, both orally and in writing
- Communicate with others from diverse socio-economic and cultural backgrounds
- Develop community resources for emergency services programs
- Effectively represent assigned programs and services in contacts with the public, community organizations, other county staff, and other government agencies
- Establish and maintain cooperative working relationships
- Utilize computers and a working knowledge of computer programs such as Microsoft Word, Internet, Oasis, etc.

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Training and Experience:

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

Three (3) years of responsible work experience in government or business program development, implementation, and administration, preferably including experience in working with emergency response planning and program implementation.

Advanced education in public or business administration is highly desirable. 12 semester units in an appropriate field may be substituted for one (1) year of the required experience.

Special Requirements:

Possession of a valid California driver's license issued by the California Department of Motor Vehicles.