

CITY OF FONTANA EMERGENCY SERVICES COORDINATOR

DEFINITION: Under the general direction of the Deputy City Manager, plans, develops, coordinates, and administers the City's Emergency Services Program. Maintains, updates and coordinates the City's emergency operations plan, hazard mitigation plan, continuity of operations plan and disaster recovery plan. Responsible for emergency services programs, operations, grants, and budgets; and develops and coordinates educational and training programs. Does related work as required. Work schedule will include evenings, weekends, and holidays as needed.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Develop, coordinate, and maintain the City's emergency operations plan in accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) to provide for the use of resources and equipment of all appropriate governmental entities, commercial and industrial organizations, and special groups, bodies, and organizations as needed to support emergency or disaster operations.
- Prepare and administer the Emergency Services Program budget.
- Develop, coordinate, and manage emergency and disaster preparedness programs, training, activities, funds, and functional exercises to facilitate the readiness of City personnel and residents to respond to emergencies and disasters; respond to the City Emergency Operations Center in the event of an emergency or disaster within the City.
- Initiate and prepare emergency management-related ordinances and resolutions for adoption by the City Council.
- Research, review, and report on new and/or proposed legislation pertaining to disaster preparedness, mitigation, response, recovery, and prevention.
- Coordinate all aspects of the City's mitigation, preparedness, response, and recovery capabilities.
- Develop and coordinate public information, education, and related programs essential to facilitate basic self-protection of persons and the community; represents the City with the news media; prepares routine press releases, brochures, and other informational materials.
- Serve as City representative and liaison to area coordinating groups composed of emergency managers and coordinators from other San Bernardino County cities, agencies, and organizations; coordinate disaster and emergency planning and training as part of the San Bernardino County Operational Area.
- Work in collaboration with the Fire Department and Human Resources & Risk Management Department.
- Observe and comply with City and mandated safety rules, regulations, and protocols.
- Prepare, present, and approve Department, City Council and Committee reports and presentations as required.
- Direct, oversee, and participate in the development of work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products methods and procedures.
- Establish and maintain cooperative working relationships with those contacted in the

course of work.

- Communicate clearly and concisely, both orally and in writing.
- Maintain prompt and regular attendance.
- Other duties as assigned.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, this position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when working with the phone.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would prove the required knowledge is qualifying. The incumbent must have knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- FEMA, Cal OES, SEMS, NIMS, CERT and related emergency management standards, regulations, and local ordinances pertaining to emergency response management and public safety communications systems
- Principles and practices of emergency services program development and administration.
- Methods and techniques of developing disaster preparedness programs.
- Principles and practices of budget development and administration, and allocation of resources within budget constraints.
- Organizational and management practices with respect to the development and evaluation of programs, policies, and operational needs.
- Methods and techniques of writing complete, accurate, and concise reports.
- Incident command systems.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures related to area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

EXPERIENCE: At least four (4) years of progressively responsible experience in developing and implementing emergency services programs, and emergency preparedness and response; or an equivalent combination of education, training, and experience.

EDUCATION: Equivalent to a bachelor's degree from an accredited college or university with major coursework in emergency management or a related field.

LICENSES/CERTIFICATIONS: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent. Possession of, or ability to obtain, certification as an Emergency Management Program Specialist from the State of California, Certified Emergency Manager designation from the International Association of Emergency Managers, or equivalent certification.

SUPPLEMENTAL INFORMATION: Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.