

DEPUTY DIRECTOR – OFFICE OF EMERGENCY SERVICES

DEFINITION

To plan, organize, implement, and manage emergency services for the County and Operational Area and to coordinate Countywide emergency and disaster related efforts through prevention, preparedness, response, recovery, and mitigation.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification responsible for management and coordination of the emergency services function for the County and Operational Area.

The incumbent works with a high degree of independence and initiative while coordinating the work of professional and other staff performing tasks related to comprehensive emergency preparedness, response and recovery service throughout the County and Operational Area.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Sheriff; exercises direct and in-direct supervision over professional, technical and clerical staff.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

Coordinate and oversee the emergency services function for the County and Operational Area.

Develop, coordinate, and administer state and federal preparedness grants.

Assist with research and determination of funding sources for various programs and/or projects; prepare grant applications; oversee the administration of grants and monitoring of sub-grantees; monitor grant expenditures; provide oversight and guidance in the completion of State and Federal grant reporting documentation.

Determine emergency service and disaster preparedness program objectives and priorities in coordination with stakeholders; develop strategies to integrate and focus various approaches to achieve program objectives.

Develop, evaluate, and revise operational procedures, protocol, and plans for County emergency management functions.

Advise and assist various groups including County staff, special districts, cities, businesses, and non-governmental organizations in emergency services including plans, training, and exercises.

Develop and conduct training and exercise programs for County and Operational Area in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP)

Administer and coordinate emergency preparedness training, education, and public information programs.

Facilitate multi-agency emergency services planning and coordination meetings.

Serve as a liaison with Cal-OES, FEMA, CDPH-EPO, EMSA, RDMHS, County Department Heads, other governmental and non-governmental organizations and private non-profits.

Advise and coordinate the activation and operation of the Operational Area Emergency Operations Center (EOC) and may be assigned to oversee, coordinate, or direct EOC operations during disaster response and recovery.

Plan and oversee the implementation of the Standardized Emergency Management System (SEMS); coordinate mutual aid response and requests.

Advise and coordinate the activation and operation of a Joint Information System to ensure coordinated public information and messaging among stakeholders during an incident. May be assigned to act as Public Information Officer (PIO).

Research, prepare and maintain a variety of technical, statistical, administrative and narrative reports and correspondence; perform special projects and tasks as assigned in support of emergency services operations.

Participate in the administration of the emergency services budget including forecasting funds; monitor departmental budget and expenditures with oversight from OES and other grantees.

Maintain time studies that reflect actual time and program.

Perform related duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

Principles, practices, and methods of disaster preparedness, response, recovery, and mitigation including the use of Standardized Emergency Management System (SEMS), Operational Area Satellite Information System (OASIS), Cal-EOC, the National Incident Management System (NIMS), the Incident Command System (ICS), Medical-Health Operational Area Coordinator (MHOAC) Program, and Homeland Security Exercise and Evaluation Program

Principles and practices of emergency planning, training and management.

Methods and techniques of developing and presenting technical documentation and training materials.

Pertinent federal, state and local policies, procedures, laws and regulations

Research methodology and statistics

Principles and practices of management necessary to assist with planning, analyzing, developing, evaluating and directing the diverse and complex activities of County government.

Principles and practices of budget development and administration, public funding and state and federal reimbursement processes.

Administrative principles and practices including the preparation of policies and procedures.

Business letter writing and report preparation; English language usage, punctuation, spelling and grammar

Modern office procedures, practices and technology, including the use of computers for data and word processing

Ability to:

Organize, coordinate, and implement a comprehensive countywide emergency services program.

Understand, interpret and apply federal, state and local policies, procedures, laws and regulations

Understand complex situations and make difficult and creative decisions

Work effectively and remain calm during emergency situations

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendation in support of goals

Analyze and evaluate the impact and effectiveness of programs, procedures, and policies

Provide effective leadership and supervision of assigned staff and EOC staff.

Establish and maintain effective working relationships with partners and stakeholders.

Solve complex work-related problems and perform conflict resolution

Prepare, review and maintain reports, records and logs

Speak confidently and professionally before various groups and the media

Communicate clearly and concisely, both orally and in writing

Work unusual or prolonged hours during emergencies and during trainings and exercises.

EXPERIENCE AND EDUCATION GUIDELINES

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

Experience:

Four (4) years of progressively responsible professional experience in emergency management, emergency preparedness, or related field.

And

Education:

A Bachelor's degree from an accredited college or university with major course work in public safety/emergency management, business administration, public administration, community

health or a closely related field.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, a valid California driver's license.

Incident Command System (ICS) and National Incident Management System (NIMS) certificates including: IS – 100, 200, 300, 400, 700, and 800.

Possession of or ability to obtain within one year of employment, certificate of completion of FEMA Professional Development course series.

WORKING CONDITIONS

Mobility - Frequent operation of a data entry device and sitting for long periods of time; occasional standing for long periods of time, walking, pushing/pulling, bending/squatting, driving, and climbing stairs.

Lifting - Frequently 5 lbs or less; occasionally 5 to 30 lbs.

Visual - Constant use of overall vision and reading/close-up work; frequent need for color perception, hand/eye coordination, and field of vision.

Dexterity - Frequent holding, reaching, grasping, repetitive motion, and writing.

Hearing/Talking - Frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone.

Emotional/Physiological Factors - Frequent decision making sometimes in crisis situations, concentration, and working alone; occasional public contact with the general public and media.

Special Requirements - Some assignments may require occasional working weekends, nights, extended hours; occasional travel; On-call (emergency, 24/7).

Environmental Conditions - Occasional exposure to noise, dust, and poor ventilation; occasional exposure to varied weather conditions.

Classification Code	1D08
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	442