

CITY OF MILPITAS
REVISED: 11/2013
EFFECTIVE: 8/7/90
EEOC: Professional
FLSA: Exempt
UNIT: Exempt
PHYSICAL: 1

EMERGENCY SERVICES COORDINATOR

DEFINITION

Under general supervision of the Fire Chief or designee, plan, develop, and implement all disaster response and training activities for the City including staff training and community education programs. Function as a liaison between City governmental agencies; performs other duties as assigned

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Chief or designee. May exercise indirect supervision over assigned clerical personnel.

EXAMPLES OF DUTIES

- Performs work in emergency planning management including data collection, analysis and preparation of State and Federal reports and maintenance of Emergency Operation Center (EOC) documents and records.
- Manage and maintain the Emergency Operations Center (EOC) and the Alternate EOC.
- Respond to emergency incidents, disasters and significant events and participates in the management of those incidents. Carries pager at all times in order to respond to emergency activities during the regular business day, after hours or on weekends and holidays.
- Develop and conduct training on disaster and emergency response to EOC Staff, City Staff, and community members. Coordinates the development and implementation of a disaster preparedness training program employees and volunteers, specifically for the purpose of educating these individuals of their responsibilities during emergency and/or disaster operations.
- Alert appropriate state and federal agencies of emergencies or disasters and coordinate the response operations of Milpitas before, during and after an emergency or disaster.
- Serve as the official for swearing in Disaster Service Workers for City Employees and community members. Swears in employees and community members as Disaster Service Workers (DSW) and manage the DSW Program.

- Coordinate disaster response or crisis management activities such as evacuations, opening public shelters, and implementing special needs plans and programs.
- Conduct facilities and equipment inspections such as the EOC, alternate EOC and communications equipment in order to determine their operational and functional capabilities in emergency situations.
- Develop and recommend alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.
- Develop and conduct public presentations and speeches at schools, special events, civic organizations etc. (including television, radio and/or newspaper interviews or appearances) which benefit the public's safety and enhance the community's awareness and preparedness for any emergency/disaster threat. Assists medical facilities, businesses, schools and industry in the preparation of Emergency Plans; coordinate with City departments in preparing, obtaining and distributing information related to emergency planning and preparedness.
- Serve as the City's representative to County and Regional Emergency Planning and Preparedness committees and organizations, and acts as a liaison to volunteer organizations which may assist the City during a disaster.
- Conducts citywide assessment to determine hazards which may require special emergency response and/or mitigation.
- Performs others duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and techniques of emergency planning and program development.
- Principles of training and community education; research methods and program analysis.

Ability to:

- Understand technical issues related to emergency preparedness for disasters such as earthquakes, hazardous materials, and floods.
- Design, organize and present programs to the public; write clear and concise letters and reports; maintain accurate records.
- Review and interpret State and Federal rules and regulations related to emergency
- Planning.

- Apply technical knowledge.
- Communicate effectively in public and private settings, orally and in writing.
- Analyze emergency situations and make appropriate recommendations.

Education:

Bachelor's degree in public administration, urban planning, public safety, emergency planning or related field.

Experience:

Two years of increasingly responsible experience in emergency preparedness planning and community education.

License:

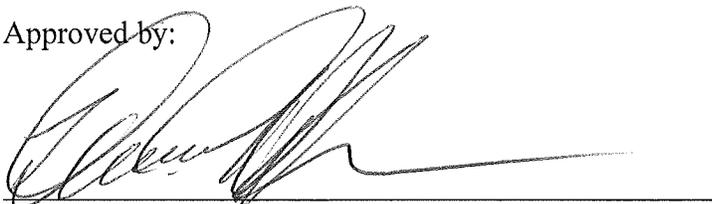
A valid California driver's license.

SPECIAL REQUIREMENTS:

Essential duties requires the following physical abilities and work environment.

Ability to work in a standard office environment; repetitive keyboarding; ability to attend night (evening) meetings; able to travel to various locations within and outside the City of Milpitas; exposure to outdoor elements; extensive use of telephone and radio; sit for extended periods; maintain concentration and focus for extended periods; ability to work safely in any type of environment.

Approved by:



City Manager

11/19/13
Date



Human Resources Director

11/6/13
Date