

CITY OF LOMA LINDA  
EMERGENCY SERVICES COORDINATOR

DEFINITION

Under general supervision the Emergency Services Coordinator plays a key role in planning, coordinating, and providing an effective response in the event of a disaster or other emergencies.

CLASS CHARACTERISTICS

The Emergency Services Coordinator manages the city's emergency management program as well as prepares, reviews, and updates the City's Disaster and Emergency Plans. The Emergency Services Coordinator position reports directly to the Fire Chief. The ideal incumbent is a team player; has outstanding interpersonal, analytical and communication skills; and is knowledgeable about effective emergency management techniques and concepts.

EXAMPLES OF DUTIES

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

1. Manages the citywide emergency response program; prepares, reviews, and updates the City's disaster and emergency plans.
2. Develops, schedules, and conducts periodic City-wide disaster exercises of the City's Emergency Plan.
3. Trains City staff in their roles and responsibilities under the Incident Command System (ICS), Standardized Emergency Management System (SEMS), and National Incident Management System (NIMS).
4. Coordinates and arranges federal and state mandated disaster preparedness and employee training.
5. Acts as a Public Information Officer in response to media inquiries.
6. Acts as a liaison with local, state, and federal agencies to ensure compliance and eligibility for state and federal funding.
7. Researches, prepares, and monitors grant applications and reporting.
8. Develops, equips, and coordinates the activities of the Emergency Operations Center (EOC) and Department Operations Centers (DOCs) and maintain a ready status at all locations.
9. Coordinates emergency preparedness public education programs; including the Community Emergency Response Team (CERT) and ham radio services.
10. Maintains knowledge of current trends, legislation, and best practices related to disaster and emergency preparedness.
11. Serve on various City and Regional committees as appropriate.
12. Provide post-disaster recovery assistance to selected City recovery teams.
13. Performs other related duties as required.

QUALIFICATIONS GUIDELINES

Qualification is any combination of the following education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical way of obtaining the required qualifications is:

## Education and/or Experience

Education equivalent to a Bachelor's degree from an accredited college or university with coursework in public safety public administration, or a related field. Two years of applicable work experience may be substituted for one year of college or university education. Five years of experience in emergency services program planning and/or operations, or related municipal program administration.

Desirable: Successful completion of the following courses: ICS100, ICS700, and ICS800; experience in administering grants and writing reports.

## Knowledge, Skills, and Abilities

Knowledge of: Basic operations, services, and activities of emergency management programs; practices and procedures of emergency management response, operations, and post-disaster recovery; Emergency Operations Center (EOC) operations; operational characteristics of radio and other communications media used during public emergency situations; pertinent Federal, State, and local laws, codes, and regulations; recent developments, current literature, and sources of information related to emergency management activities, planning, and administration; principles and practices of organization, administration, budget, and training; modern office equipment including computers and related software; State, county, municipal, and community emergency services resources.

Ability to: Recommend and implement goals, objectives, and practices for providing effective emergency management programs; design and implement comprehensive and effective emergency operations plans; develop and implement effective training programs; conduct or coordinate exercises and drills; interpret, apply, and explain Federal, State, and local laws, rules, regulations, policies, and procedures; elicit community and organizational support for Emergency Services programs; prepare and make presentations on disaster preparedness and emergency services to the public; assist the EOC director to coordinate the activities of an Emergency Operations Center; coordinate and direct the work of others in an emergency situation; communicate clearly and concisely, both orally and in writing; prepare clear and concise oral and written reports; establish and maintain effective working relationships with those contacted in the course of work including other employees, officials, and the public; operate a personal computer and related software programs.

## Special Requirements

Possession of or ability to obtain an appropriate California driver license and have satisfactory driving record.

Must pass a medical examination upon conditional offer of employment..

Must be available to respond to major emergency incidents on an on-call basis and under emergency conditions.