

## CLASS SPECIFICATION

Yuba County

May 2006

**CLASS TITLE:** Deputy County Administrator – Emergency Services

**FLSA STATUS:** Exempt

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### **JOB SUMMARY:**

To assist the County Administrator's Office with managing the overall operations of the County; performs complex budget, management and operations analysis; assists with management of interdepartmental and intergovernmental programs; manages and directs the activities of a major functional area and participates in policy recommendations. This is an "at will" position appointed by and working at the direction of the County Administrator.

### **CLASS CHARACTERISTICS:**

This position is directly responsible for managing and directing the work of the Emergency Services Division of the County Administrators Office. Responsibilities also include providing professional management level support to the County Administrator conducting research, analyzing operations and proposing alternatives for complex organizational, financial and administrative functions within the County. The incumbent is accountable for accomplishing and furthering County goals and objectives.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Directs and manages the operations of the Emergency Services Division; develops, prepares and maintains the County's Emergency Operations Plan; manages the County's Multi-Hazard Mitigation Plan and works closely with emergency responders for plan review and update.
- Supervises, directs and evaluates assigned staff; provides for staff training, conducts performance evaluations and implements discipline, as needed.
- Provides periodic emergency response exercises and training for first responders and non-emergency personnel; prepares required FEMA After Action Reports and critiques; prepares follow-up and corrective action recommendations for review with County staff, participating agencies and the Board of Supervisors.
- Ensures a constant state of readiness and activates the County Emergency Operations Center (EOC); oversees, coordinates and directs EOC operations during emergency disaster response; serves as liaison with State OES, County Administrator, Board of Supervisors, County Department Heads and other governmental agencies.
- Participates in the administration of the departmental budget including forecasting funds; monitors County budget and expenditures; reviews and analyzes budget requests for compliance with County goals and objectives.
- Negotiates and administers agreements and contracts.
- Manages the County's process to obtain disaster reimbursement funding; assists the Auditor with claim submission and reimbursement; monitors disaster related accounts receivable.
- Ensures the County meets eligibility requirements for federal, state and county reimbursement programs; provides information and assistance to private citizens seeking federal or state disaster assistance funds.
- Coordinates updates for written standard operating procedures for emergency services operations; ensures proper documentation for compliance with Federal and State reporting; coordinates and confers with County management and other agencies regarding operating procedures.
- Conducts complex research, operational analysis and studies for County Administrators' Office; recommends organizational and procedural changes to enhance the effectiveness and efficiency of County operations.
- Assists with the management of interdepartmental and intergovernmental programs or projects; evaluates work plans, assigned activities, workflow and makes recommendations to County Administration; coordinates activities and provides leadership advice for issues and concerns.

- Confers with County Management, Department Heads, public officials and other professionals to define and develop strategies to achieve program objectives.
- Researches and determines funding sources for various programs or projects; participates in the preparation of grant applications and other funding requests; monitors fund expenditures.
- Analyzes current and proposed legislation for impact on county services; identify issues and project consequence of changes.
- Represents the County in meetings with representatives of governmental agencies, professional and business organizations and the public; provides technical assistance as necessary.

**QUALIFICATIONS:**

**Knowledge of:**

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 process.  
Principles and practices of emergency response planning, training and management.  
Principles, practices, methods and techniques of modern disaster response including the use of Incident Command System (ICS) and Standardized Emergency Management System (SEMS).  
Principles and practices of effective management and supervision including training and employee development.  
Applicable laws, codes and regulations.  
Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally where relations may be confrontational or strained.  
Principles and techniques of making effective oral presentations.  
Records management principles and practices.  
Standard office equipment and computer applications related to the work.

**Skill in:**

Planning, organizing and performing complex management, budgetary and operational analysis studies.  
Evaluating programs and requirements, defining problem areas, analyzing alternatives, projecting consequences and recommending solutions.  
Assessing procedures for efficient and effective management of resources.  
Assessing and prioritizing multiple tasks, projects and demands within limited timeframes.  
Planning, organizing, supervising, reviewing, and evaluating the work of others.  
Developing and implementing goals, objectives, policies, procedures and work standards.  
Interpreting, applying and explaining complex federal, state and local laws and regulations.  
Exercising authority and providing direction in various situations.  
Reacting calmly, quickly, effectively under emergency situations.  
Training and facilitating others in policies and procedures related to the work.  
Preparing complex studies and special reports and effectively presenting organizational, demographic and statistical information  
Preparing, clear and concise reports, correspondence and other written materials.  
Using initiative and independent judgment within general policy guidelines.  
Establishing and maintaining effective working relationships.  
Making effective oral presentations to large and small groups.

**Ability/Physical Requirements:**

- May require mobility to work in some very adverse conditions including mud, smoke, heat, cold, rain, high winds and steep terrain to observe emergency conditions or conduct training exercises.
- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle to visit sites and attend meetings.

- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

- Attend meetings outside of normal working hours including weekends.
- May require work with exposure to dangerous conditions, extreme weather, physical harm and infectious diseases.
- May require unusual or prolonged work hours during emergencies or disasters and during training programs or emergency preparedness exercises.
- Must be able to implement appropriate response to any County emergency within 30 minutes of being notified.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.

**REQUIREMENTS:** The minimum and preferred requirements for this position are described below:

**Minimum:** Equivalent to a Bachelors Degree from an accredited college or university with major course work in business or public administration, public safety/emergency management or a field related to the work and four years of progressively responsible supervisory or management experience in a public agency setting.

**Preferred:** In addition to the minimum, additional education in a related field and additional years of supervisory or management experience related to emergency services.

**This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.**