

CLASS SPECIFICATION

Yuba County

July 2007

CLASS TITLE: Emergency Services Officer

FLSA STATUS: Exempt

JOB SUMMARY:

Under general direction of the Deputy County Administrator of Emergency Services, assists with coordinating planning and training activities for the County emergency management program; assists with implementing program goals and objectives in support of the Office of Emergency Services; maintains the County Emergency Operations Center in a constant state of readiness; may serve as lead on special projects and perform related duties as assigned.

CLASS CHARACTERISTICS:

This single position management classification will assist with administering the County's Office of Emergency Services planning, operations and training functions. Responsibilities include policy and procedure development and evaluation, project management, and the management and coordination of training and operations for pre-emergency planning and actual emergency incidents. The incumbent will represent the Office of Emergency Services and the County of Yuba at local, state and federal meetings related to emergency management and act of behalf of the Deputy County Administrator on a relief or as-assigned basis.

EXAMPLES OF DUTIES:

Essential:

- Assists County with emergency planning and development plans; researches and develops operational procedures and protocol for County emergency management functions.
- Assists County departments, agencies and stakeholder groups to identify areas of emergency response that may require Office of Emergency Services (OES) involvement.
- Advise and assist various groups, including County staff, special districts, cities and businesses in reviewing and/or developing emergency preparedness plans.
- Develops agency specific or multi-jurisdictional emergency/disaster exercises; ensures Emergency Operations Center (EOC) management team receives training to perform necessary functions for activation.
- Assists with developing and presenting emergency services training to public employees; conducts periodic emergency preparedness exercises and participates in training programs initiated by State Office of Emergency Services.
- May serve as Emergency Operations Center (EOC) incident manager on a relief or as-assigned basis; may operate the Mobile Incident Command Vehicle when needed for operational area response; may request appropriate sources of mutual aid during large scale emergencies.
- Responds to and assists in the coordination of emergency efforts by cities, state and federal agencies and other public jurisdictions, private entities and volunteer organizations during emergencies.
- May participate and/or assist with OES budget development and tracking.
- Assist with research and determination of funding sources for various programs and/or projects; participates in the preparation of grant applications.
- Assists with administration of grants and monitoring of sub grantees; provides guidance in the completion of State and Federal grant fund reporting documentation.
- Assist with completing appropriate After Action/Corrective Action reports following an emergency seeking reimbursement funding.
- May provide assistance to private citizens seeking federal or state disaster assistance funds.
- Promotes public education on emergency preparedness; assist in planning and conducting emergency preparedness education programs.

- Performs special projects and tasks as assigned in support of emergency services operations.
- Researches, prepares and maintains a variety of technical, statistical, administrative and narrative reports, and correspondence.

Important:

- May direct the work of professional, technical or Emergency Services support staff on a project or day-to-day basis.

QUALIFICATIONS:

Knowledge of:

Principles and practices of emergency response planning, training and management.
Principles, practices, methods and techniques of modern disaster response including the use of Standardized Emergency Management System (SEMS) and the Incident Command Systems (ICS).
Principles of public health, hospital, law enforcement, fire and public works operations.
Principles and practices of project planning, development and evaluation.
Administrative principles and practices including the preparation of policies and procedures.
Federal, state and local laws, codes, ordinance related to emergency planning and operations.
Records management principles and practices.
Principles and practices of making effective oral presentations.
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.
Standard office equipment and compute applications related to the work.

Skill in:

Developing, recommending and implementing goals, objectives, policies, procedures and work standards.
Evaluating program strategies, analyzing alternatives, defining problem areas and recommending solutions.
Understanding and applying local, state and federal rules and regulations governing emergency preparedness.
Training and facilitating others in policies and procedures related to the work.
Assessing and prioritizing multiple tasks, projects and demands within limited timeframes.
Exercising authority and providing direction in various situations, as required.
Exercising sound independent judgment within general policy guidelines.
Reacting calmly, quickly, effectively under emergency situations.
Making effective oral presentations.
Preparing clear concise, reports, correspondence and other written materials.
Developing and maintaining accurate logs, records and files.

Ability/Physical Requirements:

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle to visit sites and attend meetings.
- May operate the Mobile Incident Command Vehicle when needed for operational area response.
- 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:

- May require unusual or prolonged work hours during emergencies or disasters and during training programs.
- May be required to attend meetings outside of normal working hours.
- 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.

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

Minimum: Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, public safety or emergency management or a field related to the work and two years of related administrative, technical or operational experience in an emergency services environment. Additional years of related experience may be substituted for the education on a basis of two years of experience for one year of the required education to a maximum of two years of education.

Preferred: In addition to the minimum requirements, up to six additional years of related experience in emergency services in a public agency setting. Current certification as a trainer in Incident Command Systems (ICS), Standardized Emergency Management System (SEMS) and/or National Incident Management System (NIMS), a working knowledge of federal/state Homeland Security Grant Program and experience working in an Emergency Operations Center (EOC) is also preferred.

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.