

## EXAMPLES OF EMERGENCY SERVICES COORDINATOR JOB DESCRIPTIONS

**Class Title:** Emergency Services Coordinator

**Bargaining Unit:** Service Employees International Union, Local 1021 (Comm Svcs & PT Rec Leaders)

**Class Code:** 28840

**Salary:** \$45.64 - \$54.20 Hourly  
\$3,651.12 - \$4,335.69 Biweekly  
\$7,910.76 - \$9,393.99 Monthly  
\$94,929.12 - \$112,727.89 Annually

### DEFINITION

Under general supervision, plans, organizes, and coordinates Citywide emergency management and disaster mitigation activities within the Fire Department; provides assistance to City management staff in areas of responsibility and performs related work as assigned.

### CLASS CHARACTERISTICS

Emergency Services Coordinator is a non-sworn, full-journey level single position class in the Fire Department. The incumbent provides technical expertise in the development of emergency response plans and implementation of related preparedness, public education and training programs. The incumbent acts as liaison with local, County, State and federal agencies involved in emergency preparedness and disaster planning. The incumbent exercises independent judgment while making sound recommendations in the development and implementation of emergency services programs, plans, and training activities. This classification may supervise and review the work of para-professional and office support staff. This classification is distinguished from the Associate Management Analyst in that the latter is involved in general administrative, statistical and management analyses, and departmental staff support activities.

### Examples of Duties:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s), and is not intended to be an all-inclusive list of duties. The omission of a specific duty does not exclude it from the position if the work is consistent with the class concept, or is similar or closely related to another duty.

1. Plans, organizes, directs and evaluates emergency management functions and programs, including building evacuation plans, emergency operating procedures, and incident response plans;
2. Directs and maintains a community-based comprehensive hazards risk assessment and develops and maintains a risk management program in accordance with the results of the hazards risk assessment; develops, prioritizes and implements disaster prevention and mitigation plans and programs;
3. Represents the department before civic and community groups; promotes and responds to media and public inquiries; prepares new and revised ordinances or codes to implement emergency management programs; increases community participation in the programs via outreach activities;
4. Coordinates and conducts staff training in emergency preparedness, response and recovery practices; assesses Citywide training needs and develops training programs;
5. Conducts Citywide disaster exercises in accordance with State and federal requirements, operates and tests Emergency Operations Center (EOC) equipment and systems, develops activation procedures, prepares checklists

for positions in the Incident Command System for training programs and tabletop drills; activates sections of the emergency plan at the direction of Fire Chief or City Manager

6. Confers with and negotiates agreements with public, non-profit and private sector resource agencies for support to the City before, during and after a declared emergency;

7. Develops and conducts disaster preparedness, response briefings and education programs to residential, commercial and civic organizations; promotes citizen and community hazards awareness and disaster education programs;

8. Liaisons with federal, State and local offices; staffs and serves on committees with other departments, agencies, commissions and emergency management groups; coordinates the activities of the programs with other divisions, departments and agencies concerned with emergency management;

9. Confers with State and federal emergency management representatives in supporting City emergency management activities; assures conformity of City emergency management programs with federal and State requirements;

10. Prepares budgets and related documents for federal, State and City funding, and oversees the expenditure of funds;

11. Plans, directs and critiques disaster training exercises to test all elements of the City's emergency plan; provides related training for City employees; participates in professional peer review of City's emergency management programs;

12. Coordinates fund recovery efforts during declared disasters; coordinates with Federal Emergency Management Agency (FEMA) representatives and prepares and submits required documents;

13. Stocks and maintains supplies for the Emergency Operations Center; schedules regular testing procedures to insure operational efficiency;

14. Promotes and maintains effective relations with community organizations, groups and others to encourage citizen participation and positive public relations for assigned services and programs that includes public recognition and reward for disaster safety efforts;

15. Researches and prepares grants related to emergency preparedness;

16. Coordinates regional training and emergency preparedness/response programs with department personnel, neighborhood agencies, local business, the Red Cross, medical care personnel, utility companies, the County of Alameda, FEMA, Office of Emergency Services (OES) and other State and Federal representatives; and

17. Performs related duties as assigned.

**Knowledge and Abilities:**

Note: The level and scope of the knowledges and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and practices of public administration related to the control and administration of a major city's population in emergency situations, and to the techniques of employing available resources;

2. Principles and practices of disaster preparedness, planning, program development and management;

3. Perceived risk to hazards as a baseline for risk communication and public outreach campaigns;

4. Particular emergency and natural disaster hazards which may affect the emergency planning needs of a city;
5. The functions of FEMA, the Red Cross and County and State EOC operations as they impact emergency preparedness and emergency response;
6. Internal controls necessary to meet Federal, State and City funding requirements and for the effective and efficient oversight of the expenditure of funds;
7. Techniques to gain community involvement in risk assessment, disaster planning, citizen and community disaster education and other emergency management programs; and
8. Basic supervisory principles and practices.

Ability to:

1. Administer and manage emergency management projects and programs;
2. Deal tactfully and effectively with a wide variety of government officials, civic groups, private vendors, the public and City staff to enlist their support and cooperation; and use multidisciplinary approaches to achieving goals and objectives;
3. Act sensitively to social and cultural diversity with an awareness of societal vulnerability prior to and during disaster;
4. Recommend comprehensive emergency management policy and programs based upon community needs, available resources and overall City priorities and policies;
5. Coordinate emergency management programs with other departments and agencies for the most effective and sustainable utilization of resources;
6. Prepare clear, concise and accurate written studies, proposals and reports;
7. Represent the City in meetings with the public, media, and government bodies to successfully promote program goals;
8. Organize and coordinate staff and volunteers, and secure necessary resources to accomplish program objectives;
9. Articulate a persuasive and scientifically defensible case for disaster prevention and mitigation programs, plans and policies; and
10. Operate a desktop computer with familiarity and proficiency using standard office business applications.

**Minimum Qualifications:**

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND ABILITIES IS:

Equivalent to graduation from an accredited 4-year college or university with major coursework in emergency management, public policy, planning, public or business administration or a closely related field; and two (2) years of professional experience in emergency management, emergency preparedness, disaster response, emergency response and/or public education programs.

**OTHER REQUIREMENTS**

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license and a satisfactory driving record. Must be able to attend evening and weekend meetings,

and be able to be on-call for response to emergencies on an around-the clock basis, seven days a week. Completion of Incident Command System 100, 200, 300, 400, 700, and 800 training is highly desirable.

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## **Emergency Preparedness Coordinator Positions**

### **Cities of Tiburon and Belvedere**

The cities of Tiburon and Belvedere share an Emergency Preparedness Coordinator (EPC) who is housed in the Tiburon Police Department. The EPC is responsible for disaster preparedness, maintenance of the Emergency Operations Center and coordination of a wide range of related activities.

Job description (Page 5): <https://www.cityofbelvedere.org/DocumentCenter/View/6098/Policy-101---General-Administration-Department?bidId=>

Laurie Nilsen, EPC  
Phone: (415) 789-2805  
[lnilsen@tiburonpd.org](mailto:lnilsen@tiburonpd.org)

Salary range: \$6,351 to \$7,938 (two steps)

The cities also have a Joint Disaster Advisory Council made up of representatives from both communities. The Joint Disaster Advisory Council was created by the municipalities as an advisory body to help both cities to better prepare for and respond to disasters that will eventually strike the peninsula. The Joint Disaster Council works closely with the operations of the [Get Ready 94920!](#) program.

## **Examples of Emergency Preparedness Coordinator Positions**

### **City of Berkeley**

#### **Community Preparedness and Engagement Program (CPEP)**

[https://www.cityofberkeley.info/Health\\_Human\\_Services/Public\\_Health/Public\\_Health\\_Emergency\\_Preparedness.aspx#Community\\_Preparedness\\_and\\_Engagement\\_Program\\_\(CPEP\)](https://www.cityofberkeley.info/Health_Human_Services/Public_Health/Public_Health_Emergency_Preparedness.aspx#Community_Preparedness_and_Engagement_Program_(CPEP))

CPEP facilitates community preparedness outreach events and educational workshops to build disaster preparedness readiness among residents within their existing community groups. Educational workshops for community-based organizations, neighborhood groups and businesses can be scheduled with CPEP staff by emailing [rarodriguez@ci.berkeley.ca.us](mailto:rarodriguez@ci.berkeley.ca.us).

Workshops that are available:

- Earthquake Preparedness
- Wildfire Preparedness
- Disaster First Aid and Psychological First Aid

**Rachel Rodriguez, Community Preparedness and Engagement Coordinator**

Email: [rarodriguez@ci.berkeley.ca.us](mailto:rarodriguez@ci.berkeley.ca.us)

The CPEP is part of the Public Health Emergency Preparedness (PHEP) program.  
[https://www.cityofberkeley.info/Health\\_Human\\_Services/Public\\_Health/Public\\_Health\\_Emergency\\_Preparedness.aspx#Emergency\\_Preparedness\\_and\\_Response\\_Planning\\_Resources](https://www.cityofberkeley.info/Health_Human_Services/Public_Health/Public_Health_Emergency_Preparedness.aspx#Emergency_Preparedness_and_Response_Planning_Resources)

The PHEP has a staff of four. Interesting that the CPEP is housed in the City of Berkeley, Public Health Division rather than the Office of Emergency Services.

## **Orinda-Moraga Fire District**

### **EMERGENCY PREPAREDNESS PROGRAM (Includes the City of Lafayette)**

The purpose of the Emergency Preparedness Program is to promote interagency collaboration among Lamorinda agencies, businesses, and local groups with respect to disaster preparedness and response. The program aids in planning and coordinating community disaster preparedness and training efforts to preserve the life, health and welfare of all who reside or work in Lamorinda. Numerous opportunities exist where collaboration can occur between the District, the cities of Lafayette and Orinda, the Town of Moraga, Saint Mary's College and the School Districts. These include but are not limited to: sharing Emergency Operations Center personnel and facilities, interagency communications, emergency preparedness training, developing shared emergency preparedness resource inventories, presenting drills for the community, organizing neighborhoods to be more self-sufficient during a disaster, and public education related to preparedness. The emergency preparedness program seeks to identify areas of weakness or redundancy and works to develop strategies that strengthen and improve coordination between the stakeholders.

Lamorinda's Community Emergency Response Team (CERT) is a key component of the District's Emergency Preparedness Program. CERT's mission is to train and inform residents so they will be better able to help themselves, their families, neighbors, and co-workers in the event of a disaster that slows, hinders or overwhelms the public safety agency response capabilities. CERT members are a critical support resource for all of the local agency's emergency operations.

The Emergency Preparedness Program is partially funded by the City of Lafayette.

#### **STANDARD LEVEL OF PERFORMANCE**

- Create and maintain professional relationships with Lamorinda's community emergency preparedness stakeholders and other emergency management professionals.
- Serve as the sponsoring agency for and support the Lamorinda Community Emergency Response Team (CERT).
- Periodically review and recommend updates to cooperating agency Emergency Operations Plans and plan annexes.
- Coordinate training and drills for the Lamorinda's emergency operations center personnel to meet SEMS and NIMS requirements.
- Work with the communities to create compatible/interoperable EOC/DOC facilities in Lamorinda.
- Support the District's Volunteer Communications-Support Unit personnel as a regional resource providing auxiliary communications and logistical support to the agencies and cooperators.

## GOALS & OBJECTIVES FOR FISCAL YEAR 2021

1. Continue to support Lamorinda CERT's training, education and community outreach programs to help Lamorinda residents become more resilient when disaster strikes.
2. Recruit, equip and train 10 new Communications-Support Unit volunteers to bring the unit up to its authorized staffing level of 25.
3. Coordinate training and exercises for the Lamorinda's emergency operations centers.
4. Work with Fire Operations and Prevention staff to support National Night Out events, the Great ShakeOut exercises and the Lamorinda Community Safety Fair.
5. Maintain HeartSafe Community status with Contra Costa County Emergency Medical Services for Lafayette, Moraga and Orinda.

## STAFFING SUMMARY

Emergency Preparedness Coordinator (1) Full Time

PROGRAM MANAGEMENT Program Administrator – Emergency Preparedness Coordinator:  
Dennis Rein (925) 258-4529

FY2021 Salary: \$97,637

Salary and Benefits: \$130,820

Budget for the Emergency Preparedness is on Page 38 of the 2021 Fiscal Year Budget  
<https://www.mofd.org/home/showpublisheddocument?id=1356>

### **City of Lafayette**

Lafayette, in addition to working with the Orinda-Moraga Fire District, Emergency Preparedness Coordinator, has an Emergency Preparedness Commission that coordinates preparation and planning efforts to mitigate the effects of natural and man-made disasters. The main focus of the Commission is to bring the Emergency Operations Center to a state of readiness by providing the necessary materials and resources for the assigned staff.  
<https://www.lovelafayette.org/city-hall/commissions-committees/emergency-preparedness>

### **City of Mill Valley**

Mill Valley has an Emergency Preparedness Commission, which assists the City of Mill Valley to prepare their businesses, residents and schools for a natural disaster by developing risk awareness, providing safety and risk mitigation education and by advocating the need for ongoing emergency and disaster preparedness. The Commission also provides recommendations and support to the City on aspects of disaster impact mitigation, response planning, and recovery processes.

The Commission's 2019 Annual Report can be found here:

<https://www.cityofmillvalley.org/civicax/filebank/blobdload.aspx?blobid=32594>

### **City of Richmond**

Richmond has an Office of Emergency Services (OES) within the Fire Department. Richmond OES has manager who oversees the program. <https://www.ci.richmond.ca.us/206/Office-of-Emergency-Services>