



CITY OF GUADALUPE

Emergency Preparedness Coordinator

SEIU Range 218/Non-Exempt

JOB DESCRIPTION

March 2020

DEFINITION

Under the administrative direction of the Director of Public Safety, the Emergency Preparedness Coordinator is responsible for assisting with the overall development of the City's Emergency Preparedness Response Plan.

ESSENTIAL FUNCTIONS

- Develop the Emergency Preparedness Plan for the City of Guadalupe.
- Provide guidance and consultation to department(s) coordinators in developing the Emergency Preparedness Plan and Procedures.
- Design, coordinate and evaluate emergency management exercises; ensure that the City is adequately prepared for, and successfully carries out yearly emergency preparedness disaster drills.
- Develop, organize and conduct disaster preparedness response training, including facility evacuation and all required standardized Emergency Management System training for staff and volunteers.
- Manage and coordinate the Emergency Operations Center (EOC); in times of actual emergencies, respond and manage the EOC in directing emergency services.
- Conduct annual review of the City Emergency Preparedness Plan, evaluated program compliance, and recommend policy and program changes.
- Interpret emergency management rules and regulations; recommend policy and program changes to respond to changing requirements.
- Prepare and maintain accurate records and reports in accordance with City, County, State and Federal rules and regulations.
- Represent the City within the community and in professional organizations and associations; serve as a liaison with external emergency preparedness agencies.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

KNOWLEDGE/SKILLS

- Principles and practices of effective emergency preparedness system planning, oversight and training.
- Effective public and community relations techniques.
- Familiarity with identifying and applying for state and federal emergency preparedness grants, desirable.
- Ability to analyze complex administrative and operational problems, evaluate alternatives and reach sound conclusions.
- Principles and practices of effective verbal, written, and interpersonal skills.
- Ability to collect, evaluate and interpret varied narrative and statistical information.



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EDUCATION/EXPERIENCE

- Minimum of High School diploma or equivalent; supplemented by college level coursework in emergency preparedness or related field; graduation from an accredited four-year college with a bachelor's degree, highly desirable.
- Minimum of two (2) years experience in emergency planning with progressively responsible positions.
- Familiarity with identifying and applying for state and federal emergency preparedness grants, highly desirable.
- Certified in ICS, SEMS, NIMS, the FEMA series or related training programs, desirable.
- Possession of a valid California Class "C" driver's license and satisfactory driving record.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Occasionally bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side.
- Occasionally reach above, at and below shoulder level.
- Ability to lift, carry, push and pull materials and objects weighing up to 25 to 100 pounds or more.
- Occasionally sits, and frequently stands or walks.
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to effectively verbally communicate to exchange information both in the office environment and in the field, to hear and comprehend oral instructions and communications in the office, in the field, especially during times of emergencies.
- Frequently uses a computer and telecommunications equipment.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Works indoors majority of time.
- Occasional works in inclement weather conditions and during emergency events in adverse environments that may include intense conditions.
- Noise level in the work environment is moderate to loud in field settings and is usually quiet in the office.

SALARY RANGE & BENEFITS:

HOURLY SALARY: \$36.291 Step A (\$75,485.28 annually) – \$48.637 Step L2 (\$101,164.96 annually), plus benefits

BENEFITS: Vacation, Sick Leave, and Holidays. Medical/Dental/Vision/Life Insurance. CalPERS Retirement Plan – 2% @ 57 formula. (Current CalPERS member – 2% @ 55.)



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This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned. The City of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.