

SHERIFF EMERGENCY SERVICES & TRAINING COORDINATOR

DEFINITION

Under administrative direction, plans, organizes, coordinates, directs and promotes the Countywide Emergency Services Program (OES), including related operations, functions and activities. Coordinate County emergency and disaster related efforts in planning, response, recovery and hazard mitigation issues and preparedness activities; coordinates mutual aid services other than law enforcement; on behalf of the Sheriff, provides strategic and operational oversight to county agencies involved in emergency or disaster matters. Coordinates and documents employee training related to Department and P.O.S.T. requirements.

DISTINGUISHING CHARACTERISTICS

This position requires the knowledge and experience to organize and oversee the countywide emergency services programs with minimal supervision except as new or unusual circumstances require.

This position will be responsible for the coordination and tracking of the Sheriff's department employee training in for Peace Officer Standards of Training, (P.O.S.T.) and the required emergency services required training for County employees who assist with the emergency services. Subject to call out 24 hours, seven days a week.

REPORTS TO

Sheriff/Coroner

CLASSIFICATIONS DIRECTLY SUPERVISED

Coordination of emergency services and related employees staffing command centers

SHERIFF EMERGENCY SERVICES & TRAINING COORDINATOR -2

EXAMPLES OF DUTIES

- Plans, implements, coordinates and directs area-wide emergency services programs including policy and procedure development, resource management, operational readiness, response, rescue, and evacuation plans and capabilities.
- Directs and coordinates preparation of a variety of contingency plans, in response to identification of hazards, including radiological safety, transportation accidents, hazardous materials related incidents, fire, floods, earthquakes, and other emergencies, civil defense, communications, emergency response, and directed hazard mitigation.
- Assists in planning, formulating, updating and maintaining the County Emergency Services Plan including identification of locations to be used as emergency operating centers; maintains and updates resource lists; coordinates a public information unit/program to disseminate valid information releases.
- Consults with and advises, and acts as liaison with various County Departments and management staff, and other regional, State and Federal agencies concerned with emergency management planning, administration, operations, and emergency services policy issues and plans; and coordinates response, recovery, mitigation and public warning system activities in relation to actual emergencies.
- Develops plans to mobilize materials and resources to meet emergencies; directs and coordinates equipment acquisition and maintenance.
- Organizes and implements training programs (tabletop, functional, and full exercises) for members of County emergency team and other local entities.
- Evaluates applicable State and Federal legislation affecting departmental operations and functions; develops and/or implements recommendations to policies, plans, and/or systems changes to ensure adherence to ordinances, regulations and rules.
- Provides advice and technical assistance to County departments on the special conditions and operating requirements that would be imposed in the event of a catastrophic disaster.
- Prepares and presents oral and written reports for elected and appointed officials, State and Federal agencies, other managers, the media, community groups and the general public.
- Assist in the preparation, management, and monitoring of the Emergency Services annual budget and expenditures.
- Reviews program funding needs; obtains Federal emergency management funds, and directs the agency's participation in other State and Federal revenue programs. Oversees the preparation and administration of grant funding.
- Attends a variety of local, state and federal training programs to maintain related current and future certifications.
- Schedule, facilitate, and tack training in-house and out of county to ensure compliance with Peace Officer Standards (P.O.S.T) Training.

SHERIFF EMERGENCY SERVICES & TRAINING COORDINATOR - 3

EXAMPLES OF DUTIES - continued

- Complete required annual reports documenting the training completed for Peace Officer Standards of Training compliance standards.
- Performs related duties as required or directed.

TYPICAL PHYSICAL REQUIREMENTS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; mobility and strength to respond to emergency situations; mobility to reach, grasp, bend, kneel for extended periods, climb and run; strength and stamina to lift and carry up to 100 pounds; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

Tasks may include risk to adverse environmental conditions and exposure to hazardous waste. Willingness and ability to work various shifts including evenings, weekends and holidays.

TYPICAL WORKING CONDITIONS

Willingness and ability to accept assignments serving clients of various cultural, physical, behavioral and psychological profiles.

Willingness and ability to work various shifts including evenings, weekends and holidays, and respond to calls after hours.

Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

SHERIFF EMERGENCY SERVICES & TRAINING COORDINATOR - 4

DESIRABLE QUALIFICATIONS

Knowledge of:

- Develops and directs emergency preparedness training programs.
- Conducts conferences, meetings, and interviews.
- Develops emergency operational plans, according to Federal and State guidelines.
- Works with other County staff and oversight bodies in the development of plans.
- Conducts emergency activities, according to appropriate guidelines.
- Maintains inventories of supplies and equipment.
- Serves on committees and task-forces.
- Recruits volunteers to fulfill emergency staffing requirements.
- Provides volunteer training.
- Provides public awareness of emergency planning, response capabilities, and County responsibilities before, during, and after emergencies.
- Provides technical assistance to County Fire Districts.
- Represents assigned functions with the public, community organizations, other County staff, and a variety of government agencies.
- The court system, search warrant preparation and execution, civil-coroner policies and procedures and jail operations, policies and procedures

Ability to:

- Utilize basic office equipment, a mobile command unit, and various forms of communications equipment.
- Ability to establish and maintain effective working relationships with elected officials, department heads, subordinate staff, representatives of other agencies and the general public.
- Plan, organize, manage, and implement a comprehensive Countywide Emergency Services Program, including collaboration with a variety of agencies and organizations.
- Develop, implement and modify a countywide emergency operations and response plan.
- Understand and apply local, State and Federal rules and regulations governing disaster and emergency preparedness.
- Recognize, analyze and evaluate potential disaster issues and situations and recommends appropriate solutions.
- Identify training needs and develop and implement emergency preparedness training programs to diverse County agencies and organizations.
- Coordinate emergency services activities with County departments, other governmental agencies and countywide organizations.

SHERIFF EMERGENCY SERVICES & TRAINING COORDINATOR - 5

Ability to continued:

- Respond resourcefully and calmly in emergency situations. Analyze emergency situations accurately and implement effective courses of action under the pressure of disaster and emergency situations.
- Set up annual training plan for department personnel
- Coordinate departmental P.O.S.T. trainings.

Education and Experience

Four (4) years of administrative, technical or operational experience in a governmental emergency services or disaster response agency.

An equivalent combination of education and closely related experience may be substituted.

OR

One year of technical-level experience in an organization performing disaster planning, management and/or response, which will have provided knowledge of emergency management concepts, terminology and basic procedures.

Successful completion of state and federally sponsored courses in disaster preparedness, response and recovery is highly desired, (i.e. ICS 300, ICS400, ICS700 courses). If not, these trainings are required upon hire.

Licenses and Certificates

Possession of a valid California Driver's License issued by the Department of Motor Vehicles and an insurance certificate proving adequate vehicle insurance. The valid California Driver's License must be maintained throughout employment.

Must be able to complete the FEMA Emergency Management Institute core training courses for the National Incident Management System (NIMS) within six, (6) months of employment.