EMERGENCY SERVICES MANAGER

DEFINITION
Under direction develops, organizes, and implements Emergency Management Program events and activities under the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) standards and guidelines. Incumbent will

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

JOB TASKS:
- Prepares, develops and updates the City’s Emergency Operations Plan, Hazard Mitigation Plan, Continuity of Operations Plan, and other citywide emergency action plans;
- Coordinates emergency preparedness training and activities provided in the City Emergency Operations Plan to ensure the safety of staff, residents and local business;
- Manages the City’s floor warden program, the automated external defibrillator program, and mass notification system.
- Develops procedures and provide instruction for training programs to employees, volunteers and the community in emergency readiness, response and recovery;
- Identifies, pursues and coordinates grant funds for promotion, training and other activities to enhance City’s emergency preparedness;
- Manages all City related disaster claims for relief and reimbursement; maintain thorough and complete records of reports and reimbursements;
- Maintains and enhances the Emergency Operations Center equipment, design, layout and the City’s emergency supply cache.
- Responds to and synchronizes action plans with appropriate agencies that may present hazardous or disastrous conditions within the City limits.
- Participates in emergency management for stadium security planning and training Conduct special interest programs, meetings, presentations and attends professional meetings to keep abreast of most current techniques, strategies and solutions used to mitigate safety and security risks inherent to spectator sport venues;
- Performs other industry/job related duties office duties as required.
- Serve as a liaison between the City, Area G, L.A. County Office of Emergency Management, State of California Office of Emergency Services (OES), the Federal Emergency Management Agency (FEMA) and the community

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:
- Knowledge of the principles and practices of emergency management, hazard mitigation, hazardous materials planning and response and effective community and public relations. Local, county, state and federal regulations regarding emergency, disaster, and hazardous materials planning and response. Research, analytical and report preparation methods.
- Skilled in planning, organizing and completing work assignments in a timely manner, assessing the organization and operational needs of the City, departments and outside entities in urgent and/or emergency situations;
- Ability to interpret and apply administrative policies, regulations and operational procedures, to communicate clearly and concisely, orally and in writing, to plan, develop and coordinate a city-wide emergency management program, to effectively communicate with a diverse group of individuals and to establishing and maintaining effective relationships with others.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment but requires working outdoors when conducting emergency drills. Work may require frequent standing, walking, bending, and lifting up to 20 pounds. Incumbents in this classification may be exposed to repetitive motion and vision to monitor. In the event of an emergency/disaster, incumbents must be able to work indoors and outdoors under adverse conditions for an extended period of time.

QUALIFICATIONS:
Bachelor Degree from a four-year accredited college or university in Public Administration, Emergency Management AND four (4) years of increasingly responsible experience in program development, coordination and administration in a public or private agency related to emergency management. Must have completed Emergency Management Institute (EMI) Basic Academy or Advanced Academy administered by FEMA.