



## **City of Laguna Niguel Job Description**

### **EMERGENCY PREPAREDNESS COORDINATOR**

Middle Management, Professional, and Supervisory Unit  
FLSA: Exempt

#### **DEFINITION**

Plans, organizes and coordinates citywide emergency management efforts through the preparation and maintenance of the City's Emergency Plans; liaison with local, county, state, and federal emergency management agencies; represents the City at various emergency planning meetings; designs, develops and delivers emergency preparedness and response education training programs; and coordinates the Community Emergency Response Team (CERT) volunteer program.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned Administrative Sergeant in Police Services.

May exercise supervision over Professional, Technical, and Clerical staff.

#### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

- ◆ Develops, implements, coordinates and maintains a comprehensive citywide emergency management program, including; preparation and maintenance of the City's Emergency Plan and the coordination and training of the City's personnel as Disaster Service Workers.
- ◆ Organizes, equips, maintains and reviews the effectiveness of the City's Emergency Operations Center (EOC), while keeping it available for immediate activation, by operating and testing EOC equipment and systems, developing and reviewing activation and operation procedures, and stockpiling appropriate supplies.
- ◆ Represents the City at meetings with partner agencies; and at citizen, professional and community groups; prepares and delivers presentations as requested; and answers inquiries in person and in writing.
- ◆ Designs, develops and delivers public education and training programs for the community on a variety of disaster preparedness topics such as: earthquakes, fires, landslides, major traffic accidents, etc.
- ◆ Administers the City's Community Emergency Response Team (CERT) program and coordinates volunteer activities.
- ◆ Coordinates disaster response drills and exercises in accordance with state and federal requirements.
- ◆ Establishes relationships and working partnerships with other emergency planning agencies and organizations.
- ◆ Participates in the development and implementation of budgets for emergency preparedness activities.

- ◆ Researches, analyzes and develops recommendations regarding emergency preparedness programs and procedures, pending legislation, and policies; prepares and presents written and oral reports.
- ◆ Is available to respond at any time (24 hours/day, 7 days/week) to an emergency situation impacting the City.
- ◆ Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ◆ Principles of municipal emergency service program planning and development, policies, operations, services and activities.
- ◆ Functions, procedures and practices of emergency center operations and emergency communications.
- ◆ Pertinent Federal, State and local laws, codes and regulations related to emergency preparedness and recovery activities.
- ◆ Curriculum development, effective instructional delivery strategies, and the development of instructional materials.
- ◆ Causes and effects of natural and human caused disasters, emergency response command, public communications systems.
- ◆ Principles of municipal budget preparation and control.
- ◆ Safe work and driving principles and practices.
- ◆ Principles of research and analysis; sources of information pertinent to public sector administration.
- ◆ English usage, spelling, grammar, and punctuation.
- ◆ Business letter writing and report preparation.
- ◆ A variety of computer programs.

### **Ability to:**

- ◆ Coordinate and direct emergency service programs suited to the community.
- ◆ Develop and implement emergency planning guidelines and procedures.
- ◆ Prepare written reports and deliver presentations pertaining to various aspects of the emergency services program.
- ◆ Use standard computer software such as Microsoft Office Suite with Word, Excel, PowerPoint, Publisher and Outlook.
- ◆ Use or learn audio/video software for control of EOC functions, EOC incident tracking system, automated dialing software for alert and warning of community.
- ◆ Calculate percentages, fractions and decimals; ability to interpret basic descriptive statistical reports.
- ◆ Exercise judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- ◆ Develop, conduct and facilitate training programs and meetings.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Understand and carry out oral and written instructions.
- ◆ Provide courteous and responsive communications with the public.
- ◆ Operate a motor vehicle safely.
- ◆ Research, analyze, and evaluate programs, policies, and procedures.
- ◆ Prepare clear and concise reports.

- ◆ Make oral presentations to a variety of groups, including the general public, schools, community, City departments, and employee groups.
- ◆ Establish and maintain effective working relationships.

**Experience and Training:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Two years of responsible program coordination within the emergency services field.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in emergency management, public administration, business administration, or a related field.

**Licenses:**

Possession of, or ability to obtain, a valid California Driver's License.

**PHYSICAL DEMANDS**

*The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is occasionally required to walk, stoop, kneel and crouch; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**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.*

Office/Field Environment: The noise level in the office work environment is usually quiet. May be exposed to loud noises, hazardous materials and emergency situations, including fire, in the field.