

## Disaster Services Coordinator

**Purpose of the role:**

Under administrative direction, performs complex, difficult, and sensitive administrative and management activities in support of the functions and priorities within the Public Works Department; directly manages and supervises assigned operations, functions, and services; fosters cooperative relationships with civic and community groups, intergovernmental agencies, and City staff; provides highly responsible and complex administrative support to the Deputy Public Works Director; and performs related duties as assigned

**Distinguishing Characteristics:**

Incumbents in this class perform highly sensitive, complex, and difficult analytical and program development work in coordinating and managing the City's disaster services programs in the Public Works Department. The incumbent has considerable latitude for the exercise of independent judgment in carrying out assigned responsibilities and in meeting with department heads, outside local, state and federal agencies, community and civic groups, consultants, and others.

**Essential Duties and Responsibilities:**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Plans, organizes, manages, and/or implements employee disaster preparedness training, assigned projects/programs and management studies; leads, coordinates and oversees emergency service activities including developing, implementing and maintaining the City's emergency and disaster relief programs.
- Identifies problems and issues, determines analytical approaches, and obtains and analyzes necessary data and information related to disaster preparedness and subsequent issues; evaluates alternative courses of action and makes recommendations regarding such areas as City policy and priorities, facilities, disaster preparedness, security, intra-agency coordination, police and fire support, budget and financial analysis, and productivity; prepares reports of study conclusions.
- Under general direction, develops and/or coordinates the development of detailed project plans, milestones and budgets; monitors completion and/or implementation of projects, coordinating the actions and participation of all project team members to ensure project schedules and budgets are met, problems are identified and resolved, and key project decisions are made promptly; confers with local, state and federal government officials, police and fire representatives, and others regarding proposals, funding/cost issues, specifications, and project problems; maintains project records and documentation; processes administrative, budget and

financial documents, handles disaster preparedness issues and regional/county programs and funding, and forms associated with managing the project.

- Acts as the city's official disaster services coordinator working with police and fire representatives.
- Prepares and participates in the development of grant applications; researches, coordinates, writes, submits, and administers a variety of grants pertaining to emergency and disaster preparedness; is proactive in securing grants for the Public Works Department and the City.
- Participates in the development and monitoring of assigned contracts and agreements; coordinates and participates in the preparation of professional service agreements, contracts, sole source requests, bid packages and specifications; may participate in ensuring work is performed in compliance with contracts and agreements.
- Conducts research and analyses pertaining to disaster preparedness, disaster relief programs, and other related programs; recommends policies and actions to achieve program priorities and objectives; develops and assists in carrying out implementation plans; prepares reports of study conclusions; acts as a liaison and confers with City and County management, contract agencies and staff, officials and representatives of other governmental agencies, community and civic groups, and the general public.
- As assigned, coordinates services and program/project activities with individuals from other City programs, functions, departments and staff, boards, commissions, City/Disaster Councils, and task forces; additionally, work with local, state and federal agencies, groups, and the general public to ensure effective cooperation consistent with optimal efficiency, effectiveness and economy; represents the City to public and private groups, organizations and other City groups; provides information and assistance as appropriate.
- As directed, analyzes current and historical trends and assists in the development of City-wide goals and/or County, regional, or State objectives; directs the maintenance of appropriate records; prepares reports, correspondence and other written materials for City management, City Council and public purposes, as needed.
- Manages the City's disaster planning and services; acts as City's representative with police and fire within a Unified Command leadership and is subject to utilization within SEMS/ICS under the direction of the designated Incident Commander, Fire Manager, or other designated command personnel.
- May plan, coordinate and administer disaster programs and policies related to local, state and federal requirements; researches, develops and maintains the Multihazard Functional Response Plan, Mutual Aid Agreements and Tri-Agency Disaster plans; designs and executes disaster exercises and use of identified disaster response personnel, equipment, facilities and supplies; maintains readiness of facilities and equipment; participates in state and federal homeland security projects; coordinates City facility safety upgrades; administers state-federally required employee training; coordinates with police and fire agencies as appropriate.

- Act as the Public Information Officer related to disaster programs.
- Maintains current knowledge of new trends and innovations in the field of emergency preparedness and disaster relief; participates in professional development activities; reads publications relevant to area of assignment.
- Oversees and participates in the design, production and distribution of a variety of promotional marketing, outreach and informational materials, communications and presentations for assigned programs, services, resources, events and activities. As assigned, creates press releases and serves as press contact for assigned programs.
- May represent the City Manager, Assistant City Manager, Deputy City Manager, or Public Works Director in meetings with local, state and/or federal officials.
- May direct, supervise and monitor the work of assigned staff.
- Performs related duties as required.

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services and activities of emergency services and disaster relief programs.
- Pertinent federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility, including the Standardized Emergency Management System (SEMS).
- Principles and practices of emergency service program development and implementation.
- Disaster management and recovery.
- Concepts of emergency activities at various levels of government.
- Recent developments, current literature and information related to emergency preparedness and disaster relief.
- Principles, practices, methods, and techniques of administrative, organizational, economic, and procedural research and analysis.
- Principles and practices of public administration and public finance, including budgeting and capital project financing.
- Modern office procedures, methods, and equipment including computers and various software packages including business computer applications related to statistical analysis techniques and formulae.
- Practices and techniques of project and program planning and management.
- Functions of a municipal government and associated management and financing issues.
- Intergovernmental relations and political processes.
- Organization and functions of an elected City Council and/or City and County Disaster Council.
- Principles and practices of effective management and supervision.

***Desired  
Minimum  
Qualifications:***

**Ability to:**

- Design, prepare, develop, plan and coordinate the City's Emergency Response plan based on the Standardized Emergency Management System (SEMS).
- Organize, collaborate, coordinate, and conduct emergency management training with City departments, multi-agency and multi-jurisdiction agencies in the State of California.
- Recommend and implement goals and objectives for providing emergency services and training.
- Elicit community and organizational support for emergency service programs.
- Respond to field emergencies and coordinate the response of City resources in significant emergency operations.
- Write and revise emergency plans.
- Analyze complex and sensitive administrative, operational, economic, public policy, and organizational problems, identify and evaluate alternatives, and develop sound conclusions and recommendations.
- Present proposals and recommendations clearly and logically in public meetings.
- Collect, evaluate and interpret varied data and information, either in statistical or narrative form.
- Coordinates data, resources and work products as necessary and upon request in support of a productive and positive working environment.
- Analyze complex data and make sound recommendations.
- Understand, interpret, explain, and apply City, state, and federal laws, regulations, and court decisions governing areas of assigned responsibility.
- Develop and implement appropriate project management procedures and controls.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written material.
- Apply for and administer grants.
- Operate and use modern office equipment including a computer and various software packages.
- Exercise sound, expert independent judgment within policy guidelines.
- Coordinate multiple projects to meet critical deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Supervise and monitor the work of assigned staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a local or state emergency.

**Competencies:**

- Effective Communicator
- Team Builder
- Strategic Thinker
- Results Oriented
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

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

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, economics, political science, or a closely related field.

**Education and  
Experience  
Guidelines:**

**Experience:**

At least five years of progressively responsible experience in management analysis, economic development, capital projects planning and analysis, or a related field. Three years of increasingly responsible emergency services experience is highly desirable. Experience in a supervisory or program management capacity and experience in a governmental setting is preferred.

**Licenses; Certificates; Special Requirements:**

A valid class C California driver's license.

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Physical and  
Environmental  
Conditions:**

**Physical:** Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Standard office setting. Certain project management assignments may involve exposure to outside weather conditions, working around moving equipment, and working in high, precarious places. Travel from site to site.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.*

Date Adopted: 3/9/04  
Date Revised: 5/20/04