

## COUNTY OF SOLANO

### EMERGENCY SERVICES MANAGER

#### **DEFINITION**

Assists the Director of Emergency Services by planning, formulating, updating and maintaining County-wide plans for multi-hazard and disaster response under the jurisdiction of the Solano County Office of Emergency Services (OES); manages emergency response preparedness and recovery operations; coordinates and manages emergency operations; maintains the emergency operations center; manages the Sheriff's Emergency Services Response Team.

#### **CLASS CHARACTERISTICS**

This is a single position, management level professional class in the Sheriff's Office responsible for coordinating, communicating, training and emergency response activities in support of the County's emergency preparedness programs, including on-scene incident management and communication with all cities, special districts, private business, and state and federal agencies. This class has management responsibility for the development, modification and recovery program utilizing various public, private and individuals resources and meeting State and Federal guidelines and requirements.

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

Receives general supervision from the Director of Administrative Services (Sheriff's Office).

Exercises supervision over assigned support staff and a large volunteer group.

#### **EXAMPLES OF DUTIES** *-Duties may include but are not limited to the following:*

Assists the Director of Emergency Services in the overall management of the emergency response and recover operations; works with County departments, outside agencies and the general public to reduce the impact of any major incident within the County of Solano; develops the goals and objectives of the County Office of Emergency Services, and develops and implements OES policies and procedures.

Performs the daily plan modification, outreach, training and reporting activities; plans, implements, coordinates and directs area-wide emergency service programs including resource management, operational readiness, and response plans and strategies; implements an incident command system in the event of a major emergency or disaster; coordinates mutual aid responses and requests.

Coordinates and manages emergency operations through the Emergency Operations Center (EOC); ensures that the Emergency Operations Center is organized for maximum effectiveness of the EOC staff participating in disaster exercises and events.

Assists in planning, formulating, updating and maintaining the Solano 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 and to encourage interest in emergency preparedness.

Provides assistance to the Director of Emergency Services in coordinating a team of County managers and other outside agency leaders to organize operational area meetings and evaluate the effectiveness and efficiency of disaster exercises and event responses.

Manages the Emergency Services Response team consisting of reserve deputies and volunteers, including the search and rescue team that responds throughout California; coordinates activities, allocates personnel, and participates in various supervisory activities.

Organizes and implements training programs (tabletop, functional, and full exercises) for members of County emergency managers and other local entities; administers and coordinates emergency preparedness training, education, and public information programs.

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.

Represents the County to outside agencies and organizations relative to emergency services; meets with a variety of public and private organizations and volunteer groups; participates in outside community and professional groups and committees; acts as a liaison with other government agencies relative to disaster response procedures and the procurement of funds and equipment.

Prepares the budget for the County Office of Emergency Services; assists in budget implementation; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; administers the approved budget.

Researches and prepares technical and administrative reports; evaluates legislation effecting emergency preparedness activities, plans and projects; prepares State and local assistance grants; prepares and maintains a variety of records and written correspondence; performs special tasks and projects as assigned by the Sheriff or the Director of Administrative Services.

Attends a variety of local, state and federal training programs to maintain related current and future certifications.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles and effective practices of disaster management, emergency planning, response, operations, and training.

Policy development and implementation.

Organizational analysis and management.

Leadership, motivation, team building and conflict resolutions methods.

Pertinent local, State and Federal laws, rules, and regulations for emergency services, assistance and emergency disaster preparedness planning.

Federal and State emergency service programs and funding procedures.

Community and local emergency services and response resources.

Equipment and procedures utilized in staffing and coordinating activities within an emergency operation center.

Methods of record keeping and standard report preparation, including basic statistical techniques.

Budgeting procedures and techniques.

**Skills to:**

Utilize basic office equipment, a mobile command unit, and various forms of communications equipment.

Drive a motor vehicle.

**Ability to:**

Plan, organize, manage and implement a comprehensive County-wide Emergency Services Program, which includes collaborating 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.

Train individuals and groups in emergency management and disaster response procedures.

Coordinate emergency services activities with County departments, other governmental agencies and countywide organizations.

Respond resourcefully and calmly in emergency situations.

Analyze and evaluate safety methods and procedures.

Interpret and explain County safety policies and procedures.

Coordinates and conducts safety training programs.

Prepares and administer a budget.

Analyze emergency situations accurately and implement effective courses of action under the pressure of disaster and emergency situations.

Prepare and present clear and concise correspondence, reports, plan elements, procedures, recommendations, media information and other written materials.

### **Experience and Education/Training**

#### **Experience:**

Four (4) years of administrative, technical or operational experience in a governmental emergency services or disaster response agency, planning and executing emergency preparedness activities. The required experience may include the development of plans, educational programs and training exercises and the coordination of such activities with local, State and/or Federal agencies and organizations.

#### **Education/Training:**

A Bachelor's degree **is required** from an accredited college or university preferably with a major in public administration, public safety/emergency management, urban or regional planning, disaster preparedness or a closely related field.

### **SPECIAL REQUIREMENTS**

Possession of a valid California Class C Motor Vehicle Driver's license is required to perform the duties of the position and a satisfactory driving record.

Incumbent must have the ability to work extended and unusual hours, including weekends, holidays and/or off-hour shifts during emergency or disaster situations and during training programs or preparedness exercises and be on-call in case of emergencies.

### **SUPPLEMENTAL INFORMATION**

Independent travel including interstate travel may be required.

Candidates in this position may be required to pass a background investigation in accordance with applicable laws, regulations or policies.

### **ADA COMPLIANCE**

**Physical Ability:** Mobility to work in a standard office, to use standard office equipment, including a computer; to walk for extended periods over difficult terrain and to travel off-site to present training sessions or inspect disaster scenes; strength to lift and carry equipment and training materials weighing up to fifty (50) pounds. Tasks may involve working with the full range of body movements including reaching, bending, grasping and climbing.

**Sensory Requirements:** Vision to read printed materials and a computer screen and hearing and speech to converse in person, on the telephone and over a two-way radio and to make presentations to groups.

**Environmental Factors:** Tasks may include risk to adverse environmental conditions and exposure to hazardous waste and nauseous and potential lethal aromas.

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Director of Human Resources

**Established Date:** July 2000  
**Revised Date:** February 2003  
**BOS Date:** June 30, 2003