

EMERGENCY MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, administers and coordinates Citywide emergency management programs, projects, and services; ensures program compliance with pertinent federal, state, local, and City-driven priorities, mandates, objectives, laws, guidelines, and regulations; directs, coordinates, and monitors the work of assigned staff; performs a variety of technical, administrative, and programmatic work in support of assigned programs; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Fire Chief or assigned designee.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Develops, coordinates, and manages the City's emergency operations plan in accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) to provide for the use of resources and equipment of all appropriate governmental entities, commercial and industrial organizations, and special groups, bodies, and organizations as needed to support emergency or disaster operations.
2. Prepares and administers the Disaster Preparedness Program Budget.
3. Develops, coordinates, and manages emergency and disaster preparedness programs, training, activities, funds, and functional exercises to facilitate the readiness of City personnel and residents to respond to emergencies and disasters; responds to the City Emergency Operations Center in the event of an emergency or disaster within the City.
4. Acts as a liaison with local, state, and federal agencies to ensure compliance and eligibility for state and federal funding.
5. Initiates and prepares emergency management-related ordinances and resolutions for adoption by the City Council.

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6. Researches, reviews, and reports on new and/or proposed legislations pertaining to disaster preparedness, mitigation, response, recovery, and prevention.
7. Researches, prepares, and monitors grant applications and reporting.
8. Develops and coordinates public information, education, and related programs essential to facilitate basic self-protection of persons and the community; represents the City with the news media; prepares routine press releases, brochures, and other informational materials.
9. Ensures the City's Emergency Operations Center (EOC) is in a constant state of readiness and all of its systems are operational and up to date. Maintains ability to activate the EOC at all levels for incidents and planned events.
10. Develops and implements neighborhood-scale disaster preparedness and resilience programs focused on building local connectedness and engagement.
11. Maintains knowledge of current trends, legislation, and best practices related to disaster and emergency preparedness.
12. Supervises and directs the activities of staff including employee selection, work assignments, performance evaluations, employee development, disciplinary action, and complaint resolution.
13. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.

Principles and practices of leadership

Principles and practices of emergency services program development and administration.

Methods and techniques of developing disaster preparedness programs.

Principles and practices of budget development and administration, and allocation of resources within budget constraints.

Organizational and management practices with respect to the development and evaluation of programs, policies, and operational needs for the Fire Department.

Methods and techniques of writing complete, accurate, and concise reports.

Incident command systems.

Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures related to area of responsibility.

City and mandated safety rules, regulations, and protocols.

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Techniques for providing a high level of customer service by effectively dealing with public, vendors, contractors, and City staff.

Proper English usage, grammar, punctuation and spelling.

Ability to:

Identify, develop, and implement goals, objectives, action plans, practices, policies, standard operating procedures, and work standards in collaboration with other departments.

Plan, organize, direct and coordinate emergency services functions and activities with City staff and other governmental, public, and private organizations.

Make sound, independent decisions in emergency situations.

Take actions necessary to ensure the readiness of City for emergency services.

Coordinate emergency operations and activities with other City departments and other agencies.

Identify and respond to community issues, concerns, and needs.

Direct the establishment and maintenance of filing and recordkeeping systems.

Analyze situations and adopt a quick effective and responsible course of action.

Prepare and deliver training programs.

Prepare clear and concise reports, documentation, and correspondence.

Understand and interpret laws, ordinances, and departmental policies and procedures.

Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

SUPPLEMENTAL INFORMATION

Experience and Training Guidelines

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:

Experience:

Four (4) years of emergency management experience, including one year of supervisory experience.

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Training:

Equivalent to a Bachelor's degree with major course work in emergency management or a related field.

Licenses and Certifications

Possession of a State of California driver's license.

Certified Emergency Manager certification is highly desirable.

WORKING CONDITIONS

The work environment characteristics and physical/mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Conditions:

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and potential exposure to hazardous physical substances. Employees may also be exposed to outdoor elements including heat and cold. The position requires observing employees while engaged in work activities and investigating accidents. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard office setting including use of standard office equipment, including a computer; to operate a motor vehicle; to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Must be able to sit for prolonged periods of time. Incumbents will be exposed to outdoor environmental factors on a limited basis and will be required to be in the field observing employees engaged in work activities, and in order to conduct training. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.