

VENTURA COUNTY, SHERIFF INVITES APPLICATIONS FOR:

**Sheriff's Senior Manager II - Office of
Emergency Services
0524SHF-19AA (GC)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$54.68 - \$76.55 Hour \$9,477.22 - \$13,269.41 Monthly \$113,726.66 - \$159,232.92 Annually

POSITION INFORMATION

The Ventura County Sheriff's Office is seeking a highly motivated and talented professional to manage the county's Office of Emergency Services (OES). The ideal candidate will have extensive experience in emergency management, program management, and excellent leadership and public relations skills.

Under direction, the Manager-Office of Emergency Services (Mgr-OES) is responsible for countywide disaster response, planning, coordination, training and recover. Works with all county departments, cities, public and private organizations, community and civic groups to enhance the ability of Ventura County to respond to and recovery from disasters. Serves as one member of the OES Duty Officer program which provides 24/7 duty coverage on a rotation basis to ensure emergency management functions are maintained throughout the county. In the event of a disaster, is responsible for serving as the Director of the Emergency Operations Center and coordination of the County Emergency Management Team. The position requires considerable coordination with federal, state, and local entities, private organizations, and the public.

By County Ordinance, the Mgr-OES is the Assistant Director of Emergency Services and serves as the Executive Administrator to the Ventura County Emergency Planning Council (EPC), providing administrative support and guidance to the EPC membership and EPC Committees.

PAYROLL TITLE: Sheriff's Senior Manager II

EDUCATIONAL INCENTIVE: Possible educational incentive of 2.5%, 3.5%, or 5% for incumbents in eligible positions based on completion of an Associate's, Bachelor's, or Master's degree that is not required for the classification.

BILINGUAL INCENTIVE: Incumbents may also be eligible for bilingual incentive depending upon operational need and certification of skill.

AGENCY/DEPARTMENT: Sheriff / Office of Emergency Services

Sheriff's Senior Manager II is a Management/Confidential classification and is not eligible for overtime compensation. Incumbents in this classification are eligible for benefits at the MB3 level.

The eligible list established from this recruitment may be used to fill present and future regular, temporary, fixed-term, intermittent, and extra-help vacancies **for this position only**. There is currently one (1) Regular vacancy within the in the Sheriff's Office.

TENTATIVE SCHEDULE

OPENING DATE: July 10, 2019

CLOSING DATE: Continuous and may close at any time; therefore, the schedule for the remainder of the process will depend upon when a sufficient number of qualified applications are received to meet business needs.

Examples Of Duties:

Duties may include but are not limited to the following:

- Plans, organizes, directs, and evaluates the work of the Sheriff's OES staff;
- Serves as duty officer on a rotational basis to ensure emergency management functions are maintained throughout the county;
- Formulates internal policies and procedures for OES; advises staff on work methods, policy interpretation, and problem areas;
- Directs the preparation of reports and agendas related to the work of OES and the Emergency Planning Council (EPC);
- Supports the EPC and committees in developing a comprehensive emergency management program;
- Develops, implements and updates emergency operation plans for a wide range of disasters;
- Serves as a liaison representing the Sheriff's OES; cultivates and maintains collaborative relationships with a wide variety of public, private, volunteer, and non-profit agencies at the local, state, and federal level on matters pertaining to emergency management, preparedness, response, mitigation, and recovery;
- Manages the release of emergency preparedness education and information to county residents, employees and community stakeholders; ensures dissemination of information to affected parties in a timely manner during emergencies;
- Manages and oversees emergency alert and notification systems for operational area members and the unincorporated areas of the County;
- Manages and oversees the administration of various federal and state emergency preparedness grants on behalf of the Ventura County Operational Area; provides fiscal oversight and management of OES expenditures, revenues and grant funds;
- Provides management level review and analysis of legislative proposals and bills related to emergency preparedness;
- Develops and maintains critical information technology systems required for disaster and recovery management;
- Maintains and responds on a 24/7 basis to the County EOC, and other locations as appropriate, during emergencies;
- Serves as the director of the County EOC during activations;
- Negotiates with vendors; manages professional services and equipment contracts;
- Makes presentations to various groups in various settings including but not limited to: governing bodies, community forums, professional education, and the media; and
- Performs other related duties as required.

TYPICAL QUALIFICATIONS

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, and EXPERIENCE: Any combination of education and experience which has led to the acquisition of the required knowledge, skills and abilities. An example of qualifying education and experience includes five (5) years of progressively responsible experience in emergency management including four (4) years in program management and three (3) years' experience in a supervisory capacity. Related education may be substituted for up to one (1) year of experience.

NECESSARY SPECIAL REQUIREMENTS

Must have completed some basic training in the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS).

DESIRED

- Bachelor's degree or above in Emergency Management, Public Safety, Public Administration, Public Policy, Business Administration or closely related field.
- Extensive experience with an Emergency Operations Center.
- Extensive experience with FEMA and Department of Homeland Security grant administration.
- Experience with California Emergency Services Act, the Robert T. Stafford Emergency Assistance Act and relevant federal guidelines and directives related to emergency management and homeland security.
- Experience with public relations and speaking

OTHER REQUIREMENTS

- Must be available in the event of a disaster.
- Must be willing to work evenings, weekends, extended shifts and hours as required.
- Must be able to work effectively in a high stress environment.
- Possession of a valid California driver license.
- May be required to lift light items; perform some bending, stooping, squatting, and considerable walking.

Knowledge, Skills and Abilities:

Knowledge of emergency management, project management, grant administration, personnel practices and supervision; applicable local, state, and federal laws and regulations pertaining to emergency management, homeland security, California Emergency Services Act, Standard Emergency Management System, Homeland Security Policies Directive # 5, Presidential Policy Directive # 8, and the National Incident Management System.

Agility to develop and maintain collaborative relationships with agency representatives from all levels of government, community organizations, business groups, private sector, media, and the general public; evaluate the work of subordinates; exercise flexibility and accommodate sudden adjustments to work assignments; perform under pressure, exercise sound judgment, make balanced decisions during emergencies and work collaboratively; to develop and implement an emergency management program, plan or exercise.

Skill in effective leadership, group facilitation, and team building; presenting, reporting and interacting before executive staff, elected officials, the media, large audiences and effective communication.

RECRUITMENT PROCESS

FINAL FILING DATE: This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested in it. Your application must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on the closing date.

To apply on-line, please refer to our web site at www.ventura.org/jobs. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

NOTE: If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful

performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible. If interested, please click [here](#) for additional information.

Applicants must provide sufficient information under the Education/Work Experience portion of the application and supplemental questionnaire in order to determine eligibility. A resume may be attached to supplement your responses in the above-referenced sections; however, it may not be submitted in lieu of the application.

SUPPLEMENTAL QUESTIONNAIRE - qualifying: All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire may result in the application being removed from consideration.

APPLICATION EVALUATION – qualifying: All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue to the next step in the screening and selection process.

NOTE: If there is a high number of qualified applicants, a comparative screening will be conducted to determine which of the applicants will be selected for invitation to the oral examination. Applications will be evaluated and ranked according to criteria that most closely meets the needs of the department, so it is essential that applicants provide as much detail as possible and answer all parts of the application and supplemental questionnaire.

ORAL EXAMINATION – 100%: A job-related oral examination will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Candidates must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

If there are three (3) or fewer qualified applicants, an oral examination will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

Candidates successfully completing the examination process may be placed on an eligible list for a period of one (1) year.

BACKGROUND INVESTIGATION: PRIOR TO ACTUAL APPOINTMENT FROM THE ELIGIBLE LIST, THE SUCCESSFUL CANDIDATE WILL BE REQUIRED TO PASS A THOROUGH BACKGROUND INVESTIGATION CONDUCTED BY THE SHERIFF'S HUMAN RESOURCES BUREAU. BACKGROUND INVESTIGATION FINDINGS MAY BE A BASIS FOR REMOVAL FROM THE ELIGIBLE LIST. TO SPEAK TO A SHERIFF'S OFFICE REPRESENTATIVE CONCERNING THE BACKGROUND INVESTIGATION PROCESS, CALL (805) 654-2375.

For further information about this recruitment, please contact Gerald Chambers by email at gerald.chambers@ventura.org or phone (805) 477-1921.

Sheriff's Senior Manager II - Office of Emergency Services Supplemental Questionnaire

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Please note: You are applying for a position within a law enforcement agency. If you are successful in the

application, testing and selection process, you will undergo a thorough background investigation prior to receiving an offer of employment. The background investigation may take up to three (3) months to complete. The following are some of the more common reasons for disqualification from the background investigation: * Conviction of a felony. * Conviction of two or more misdemeanors in the past ten years. * Conviction of a sex related crime. * Having had a driving privilege suspended or revoked for non-medical reasons within the past five (5) years. * Having any convictions for violent crimes or domestic violence incidents that prohibit the possession of a firearm under 29805 PC. * History of having illegally possessed, purchased, or sold any of the following substances in the past seven (7) years: cocaine, methamphetamine, heroin, LSD, MDMA, ecstasy, psilocybin (psychedelic mushrooms), or PCP. * History of having illegally possessed marijuana in the past two (2) years. * History of serious financial irresponsibility within the past five (5) years. * Having been on any court ordered probation at any time within the past five (5) years. * Dishonesty during any part of the application or hiring process, including the background investigation.

I read and understand the above statement.

2. Describe your experience in the area of emergency management. Please include the following A. Employer name B. Your title C. Description of the work performed D. From/To dates If you do not have experience in this area, please indicate "no experience."

3. Describe your specific experience and role in the planning, developing, and implementing a program that required integration and collaboration with multiple internal and external entities. Please include the following A. Employer name B. Your title C. Type of program D. Description of the work performed E. From/To dates If you do not have experience in this area, please indicate "no experience."

4. Describe your experience with public relations and/or public speaking. Please include the following A. Employer name B. Your title C. Description of the work performed D. From/To dates If you do not have experience in this area, please indicate "no experience."

5. Did you graduate from a college or university?
 Yes
 No
6. If you answered yes to the above question, please list degree level (e.g., Associate's, Bachelor's, Master's), major, and institution.

7. Please list all National Incident Management System (NIMS) courses you completed, where completed, and date completed. If you have not completed any NIMS courses, please indicate "N/A."

8. Please list all Standardized Emergency Management System (SEMS) courses completed, where completed, and date completed. . If you have not completed any SEMS courses, please indicate "N/A."

9. Please list all Incident Command System (ICS) courses you have completed, where completed, and date completed. If you have not completed any ICS courses, please indicate "N/A."

10. Describe your professional experience with grant administration. Please include the following: A. Employer name B. From/To dates C. Dollar amount of grant(s) D. Approximate number of grants administered E. Purpose of grant(s) If you do not have any experience in this area, please indicate, "no experience."

11. Describe your experience with an Emergency Operations Center. Please include A. Employer name B. Your title C. Your role/description of the work performed D. Dates If you do not have any experience in this area, please indicate "N/A."

12. List the jobs you have held where you served as a supervisor. Please include A. Employer name B. Your title C. From/To dates D. Number of employees supervised If you do not have experience in this area, please indicate "N/A."