



CITY OF GLENDALE
 Human Resources Department
 613 E. Broadway, Room 100
 Glendale, CA 91206
<http://www.glendaleca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Emergency Services Coordinator**

An Equal Opportunity Employer

SALARY: \$6,026.22 - \$8,767.99 Monthly

OPENING DATE: 08/12/19

CLOSING DATE: Continuous

FLSA STATUS: Exempt

EXAMINATION TYPE: Open Examination

PROBATIONARY PERIOD: One year

PERS/PARS CONTRIBUTION: The applicable retirement contribution (PERS/PARS) is deducted from the listed salary/wage for employee's retirement benefits.

THE POSITION

Under general supervision, this mid-management position assists in the development, coordination, maintenance and administration of the City's emergency preparedness program and plans. This position also coordinates and disseminates information to the City, public, and media (television, radio, print, and social media) related to emergencies, events and meetings. Additionally, this position is responsible for organizing and implementing various community outreach and educational programs.

Essential functions of the job include, but are not limited to, the following:

Develops and implements policies, procedures and guidelines for the City's emergency program. Assists City departments in development of departmental preparedness plans. Maintains departmental emergency operational plans, documents and files.

Conducts Disaster Coordinators (DISCO) meetings with representatives from various City departments and local community groups; provides relevant information regarding disaster preparedness.

Responds to emergencies and activates the City's Emergency Operations Center (EOC) and performs related duties as necessary.

Coordinates and conducts drills and exercises to ensure the City's emergency plan is current, efficient and effective; modifies and updates plans as necessary.

Interprets State and Federal regulations pertaining to disaster and civil defense planning and preparedness, and advises Fire Department Management regarding compliance with such regulations.

Coordinates, attends and/or conducts meetings related to emergency preparedness, public information and public education. Prepares and makes oral presentations to groups on various related topics.

Works in conjunction with Los Angeles County, other municipalities and emergency coordinators in the region and community. Works closely with school administrators and teachers to establish, coordinate and direct community education programs related to Fire Safety and Education, such as the Junior Fire program. Works with fire personnel to coordinate and organize various events including Spark of Love, Fire Service Day and Fire Prevention Week.

Compiles and analyzes data, conducts surveys, prepares staff reports and other related correspondence summarizing information into written reports. Conducts short and long range strategic planning for the development, maintenance and improvement of the City's emergency services and public education programs.

Prepares and presents press releases to television, radio, print, and social media; works closely with the City's Public Information Officer.

Develops, prepares, recommends and administers the emergency services and public education program budgets, including procurement of materials, services and supplies; responsible for fiscal accounting of the implemented budgets.

Coordinates, oversees and conducts training for the City's Community Emergency Response Team (CERT) program and program volunteers.

Develops public education materials, including curricula, posters, flyers and displays.

Drives on City business as necessary.

Ensures Fire Department services are provided with exceptional customer service and the highest level of ethical standards.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS

Knowledge, Skills & Abilities

Knowledge of:

Budgetary processes and procedures.

Codes and regulations affecting the City's emergency preparedness plans and programs.

Community Emergency Response Team Training (CERT).

Exceptional customer service practices.

Fire Department and municipal operations.

Grant availability and grant submittal process.

Municipal government goals, operations and practices.

Principles and practices related to disaster planning.

Principles of emergency management exercise development and evaluation.

Print and media related computer programs and a variety of computer software applications, including Outlook, MS Excel, MS Word, MS PowerPoint, MS Publisher, etc.

Public relations, marketing and mass communications principles including social media platforms.

The Incident Command System (ICS), National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS) principles and practices.

Skill in:

Applying common sense and logic to decision making.

Effective verbal and written communications, both on one-on-one and a group setting.

Interacting and communicating effectively with a culturally diverse staff and community.

Making independent judgments and decisions based on standard policy and procedure.

Ability to:

Analyze problems, identify alternatives and implement solutions.

Be accurate, objective and detail-oriented.

Communicate effectively, both orally and in writing.
Consistently exercise good judgment and reasoning, making sound decisions using all available information, especially under stressful conditions.
Coordinate multiple events and/or tasks.
Develop and conduct training.
Develop necessary skills from on-the-job training and meet standards of performance for the classification by the end of the probationary period.
Draft press releases and media information packets.
Ensure all tasks and requirements are accomplished in a timely manner.
Ensure policies and procedures are understood and uniformly followed.
Establish and maintain effective working relationships with the City, County, and Federal agencies, community groups, the public, local media, and co-workers and independently resolve interpersonal conflicts.
Foster a teamwork environment.
Handle confidential information with discretion.
Identify, prepare, submit, and manage grant applications.
Make effective presentations before a variety of groups.
Model and practice the highest standards of ethical conduct.
Plan, coordinate, implement, and evaluate programs.
Prepare clear and concise reports.
Project a positive and effective image of the City of Glendale and the Glendale Fire Department.
Provide exceptional customer service to those external and internal customers of the Fire Department.
Read, write and comprehend directions in English.
Recognize problems and take immediate and appropriate corrective action.
Research, compile and analyze data to summarize results into written reports.
Work closely with other jurisdictions and agencies.
Work independently with little or no supervision.

Other Characteristics

Willingness to:

Attend training classes related to emergency services, public information and public education.
Work additional hours as needed, including nights, weekends and holidays, as well as emergencies.
Respond back to the City during emergencies when requested.
Initiate and accomplish work in a timely manner.
Assume responsibility for maintaining a safe work environment.
Bilingual abilities in languages spoken in the community are highly desirable.

Experience

Three years progressively responsible experience in emergency management, preferably in a government setting. Experience in public relations, public information, education, social services, or a related field is highly desirable.

Education/Training

Bachelor's Degree in Public Administration, Emergency Management, Communications, or a related field.

License(s)/Certification(s)

Valid California Class C driver's license.
Certification in NIMS 100, 200, 700 and 800.
Completion of NIMS 300 and 400 is highly desirable prior to employment, but must be completed within 6 months of appointment.
Possession of a valid cardiopulmonary resuscitation (CPR) card.

Special Conditions

TATTOO POLICY: Unless otherwise exempted, no employee of the GFD shall have any visible tattoos or other skin markings. Tattoos, or other skin markings, shall be covered while on duty with a long-sleeved uniform shirt, long-sleeved work t-shirt, work pants, sweat pants or a tattoo wrap/sleeve (100% cotton-NFPA compliant) approved by the Department.

Cosmetic tattoos on the face (e.g. eye brows, eye liner, and lip liner) and wedding band tattoos on the ring finger will be reviewed by the Fire Chief on a case by case basis. Marks or scars from injuries or medical procedures are exempt from these policy restrictions. For further information regarding this policy, please contact Human Resources at (818) 548-2110.

Background Investigation

A comprehensive background investigation will be conducted on all finalists, which will review and verify personal history including, but not limited to financial responsibility, criminal history, drug use history, driving record, and verification of application materials. Significant issues or omissions in the above-stated areas may be grounds for disqualification. Background investigation will include Livescan fingerprinting and a polygraph.

Note

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

SELECTION PROCESS

The examination will consist of an evaluation, a written exam, and an oral interview, with the evaluation as a qualifying step, written 25%, and oral interview 75%. **Candidates must pass each exam component with a minimum score of 70% in order to be placed on the eligible list.** All applications, resumes, and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the selection process. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. The selected candidate will be subjected to a background check including Livescan fingerprinting and a polygraph. TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED. The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.glendaleca.gov>

Job #19-1234567
 EMERGENCY SERVICES COORDINATOR

Emergency Services Coordinator Supplemental Questionnaire

- * 1. Do you possess a minimum of three (3) years of progressively responsible experience in emergency management?
 Yes No
- * 2. If your answer to question #1 is yes, please describe your experience in emergency management. If your answer is no, enter N/A.
- * 3. If your answer to question #1 is yes, was the applicable experience in a government setting?
 Yes No
- * 4. Do you possess experience in public relations, public information, education, social

services, or a related field?

Yes No

- * 5. If your answer to question #4 is yes, please describe your experience in public relations, public information, education, social services, or related field. If your answer is no, enter N/A.

- * 6. Do you possess a Bachelor's Degree?
 Yes No

- * 7. This position requires certification in NIMS 100, 200, 700 and 800, as well as a valid cardiopulmonary resuscitation (CPR) card. Do you possess ALL required certificates and a valid CPR card? Please attach copies of these certificates to your supplemental application.
 Yes No

- * 8. Have you completed NIMS 300 and 400? If your answer is yes, please attach copies of the certificates. If your answer is no, please note that per the job bulletin, completion of NIMS 300 and 400 is required within six (6) months of appointment.
 Yes No

- * 9. Within the salary range as identified on this bulletin, what are your salary expectations for this position?

- * 10. If you currently work for a public agency or have worked for one in the last 5 years, please list your position title as well as your final monthly salary or hourly wage. If you are not currently working for a public agency or have not worked for one in the last 5 years, enter N/A.

- * 11. How did you FIRST learn about this position?
 - City of Glendale Website
 - Visited Human Resources in person
 - Currently a City employee
 - Friend or relative
 - GTV6
 - Twitter
 - LinkedIn
 - Daily Dispatch
 - Indeed
 - Other

* Required Question