



PERSONNEL COMMISSION

Class Code: 3371
Salary Range: 42 (M2)

EMERGENCY PREPAREDNESS PROGRAM MANAGER

JOB SUMMARY

Under direction, develop and administer a comprehensive District emergency preparedness and disaster program; organize, conduct and supervise emergency preparedness training of District personnel; serve as liaison and coordinate emergency planning activities and services with other governmental agencies and local private community organizations; and perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Develop and revise emergency preparedness and response plans for natural and man-made disasters such as earthquakes, floods, civil unrest and acts of violence by individuals or groups; develop and implement plans and procedures that meet the requirements for school districts as mandated by the State of California under the Standard Emergency Management System (SEMS). **E**
- Plan, coordinate and conduct or schedule training of District executives and administrators and other personnel as appropriate; design exercises, drills and simulations that engage the participation of these personnel in emergency response decision-making and the use of emergency resources and equipment. **E**
- Coordinate emergency preparedness planning activities and services in cooperation with local governments and community service organizations that include city and county law enforcement and fire agencies and organizations providing relief to victims of disasters; meet with designated emergency planning personnel and work toward the preparation of integrated emergency plans to provide mutual aid and services from these agencies and organizations for all residents of the community. **E**
- Maintain at the ready the District emergency operations and command center (EOC) and backup from which District officials will direct emergency operations; serve as technical expert and provide leadership direction and coordination to District executives and administrators during and in the recovery phase following a disaster event. **E**
- Respond to individual site emergencies to assist and direct the determination of effective and appropriate action, as needed. **E**

- Communicate and disseminate information to District personnel on program activities and current developments in emergency preparedness and disaster planning; prepare a newsletter and provide training media such as a video recording on a specific emergency activity; make presentations and give briefings to District personnel, District support groups and community organizations on emergency preparedness. ***E***
- Assess District sites to identify existing or potential hazards and advise or implement abatement procedures to avoid injury or accidents during a disaster event. ***E***
- Assess program needs and prepare annual budget to include supplies and materials to meet mandated requirements. ***E***
- Prepare and submit grant requests for the purpose of funding program activities or purchasing materials and supplies; and establish contacts in the community that may result in obtaining assistance and commitments for the program through business partnerships. ***E***
- Keep abreast of and evaluate current developments in the management of emergency preparedness programs. ***E***

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Emergency Preparedness Program Manager develops and administers the District emergency preparedness program and trains District personnel having decision-making responsibility for the safety and security of students, employees and the public during an emergency. An incumbent establishes and maintains close working relationships with State, local government and community service organization personnel involved in emergency preparedness planning in order to coordinate and integrate disaster response and relief activities. During emergencies an incumbent will serve in a leadership capacity to District executives as a technical expert and advisor on appropriate actions and decisions to take.

EMPLOYMENT STANDARDS

Knowledge of:

Objectives and organization of emergency management and emergency response.
Operations and structure of emergency preparedness and disaster planning in local governments.
Emergency communication techniques and technologies.
Laws, ordinances and regulations governing emergency preparedness.
Principles, concepts and terminology in emergency management.
Working knowledge of techniques, technologies and methods of training.
Basic techniques of data analysis and report preparation.
Office equipment, personal computer and related training equipment.

Supervision of others in emergency situations.

Ability to:

Plan for and respond to emergencies under all conditions.

Interpret laws, codes and regulations, and their application to program or incident situations.

Develop, revise and implement procedures.

Prepare complete and comprehensive reports and recommendations.

Adjust to changing priorities.

Demonstrate leadership and composure in emergencies.

Train individuals and groups in emergency preparedness management.

Analyze emergency operations decision processes and responses and make logical and practical recommendations for improvement.

Make presentations before groups.

Operate modern office equipment such as multi-line telephone, mobile phone, personal computer and related equipment and emergency communications equipment.

Supervise others in emergency situations.

Establish and maintain effective relationships with others.

Operate a District vehicle.

Education and Training:

Graduation from an accredited four year college or university in the social sciences, business administration, public administration or a related field.

Experience:

Three years of full-time paid professional experience in administrative analysis, operations planning or developing and conducting training programs one year of which must have been assisting in the administration or coordination of emergency operations programs or activities.

Two years of additional emergency operations experience may be substituted for two years of the required education.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Certification in automatic cardiac defibrillator at the time of appointment is required.

American Red Cross standard first aid and cardio-pulmonary resuscitation certification at the time of appointment is required.

WORKING ENVIRONMENT

Indoors: offices, classrooms, auditoriums, school plant facilities and laboratories; outdoors at school sites at storage areas, grounds and playgrounds, parking areas and surrounding residential areas.

Visit to school sites; travel to community organizations, local government agencies out of the District.

On call for emergency or disaster events; may be required to work irregular schedule including week-ends and holidays.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment, seeing to review and analyze reports, documents or other records; hearing and speaking to exchange information in person, electronically, telephonically; speaking to be heard before crowds and groups of people; climbing stairs and ramps; walking and standing for extended periods of time; sitting for extended periods of time;

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of twelve (12) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.