

**FIRE DEPARTMENT
SANTA CLARA COUNTY**

DIRECTOR OF EMERGENCY MANAGEMENT

DEFINITION

Under general direction, plans, organizes, directs, and manages the staff and functions of the Santa Clara County Office of Emergency Services (OES), the Santa Clara County Emergency Operations Center (EOC) and the Santa Clara County Fire Department Emergency Preparedness and Community Education Program. The Director of Emergency Management is responsible for reviewing and maintaining internal and external emergency preparedness programs and emergency operations plans for the County Government and the Santa Clara County Operational Area, as well as providing highly responsible and complex administrative support to the County Executive, Board of Supervisors and other policy-making bodies of elected and appointed officials, as well as representatives of the non-profit and private sectors.

The Director of Emergency Management reports to the Fire Chief or his/her designee. This classification is designated as an at-will, Fair Labor Standards Act exempt position in the Unclassified Service.

DISTINGUISHING CHARACTERISTICS

The Director of Emergency Management is distinguished from the lower administrative classification of Deputy Director of Emergency Management in that the former is expected to represent the County at the Operational Area and Regional level, especially UASI, and the latter acts as second-in-command of the Emergency Management Program.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include but are not limited to the following:

- Manage day-to-day operations of the OES, the EOC, administration of grant programs, and the Department's Emergency Preparedness and Community Education Program.
- Serve as a chief staff officer of the Director of Emergency Services (County Executive) during disaster response and recovery activities.
- Respond and report to the Emergency Operations Center and/or to the scene of an emergency and perform emergency coordination and response as needed during disasters or major emergencies.
- Plan, organize and coordinate disaster preparedness, response and recovery efforts for the County of Santa Clara and the County of Santa Clara Operational Area.
- Develop and implement policies, plans and procedures for monitoring and evaluating OES responses in times of disaster.

EXAMPLES OF DUTIES (continued)

- Direct state and federal agency resources through the Operational Area to local government agencies.
- Coordinate state and federal emergency management agency programs within the Operational Area.
- Coordinate and consult with local organizations to develop emergency response and disaster relief plans to meet their jurisdictional goals.
- Determine emergency management objectives and priorities consistent with established goals. Develop strategies, policies, plans and procedures to achieve identified objectives and priorities.
- Represent the County and the Department before local, state and federal regulatory, advisory and governing bodies with respect to emergency preparedness issues, and ensure preparation of required periodic reports.
- Establish and maintain working relationships with representatives of state and federal organizations that provide funds and equipment for disaster relief.
- Serve as emergency management point of contact for government officials and organizations, non-government and community-based organizations, city, county and private industry partners and other stakeholders.
- Conduct, facilitate and attend informational seminars, conferences, presentations and public and professional meetings regarding governmental policies and procedures related to emergency management.
- Approve and coordinate budget requests for the Emergency Management Program.
- Hire and supervise professional, technical and administrative support personnel, and ensure their training and development.
- Direct the development, implementation and maintenance of emergency management strategic, fiscal and capital improvement plans.
- Keep informed of new technology, trends and techniques in the areas of emergency response and disaster relief.
- Work irregular or protracted hours and on-call duty as needed.
- Perform other related duties as required.

EMPLOYMENT STANDARDS

Education and Experience: Bachelor's degree from an accredited college or university in business or public administration or a related field. Possession of California Specialized Training Institute (CSTI) Emergency Management Specialist certification or equivalent, FEMA Professional Development Series certification and International Association of Emergency Management (IAEM) Certified Emergency Manager certification is desirable.

The qualified candidate should possess a minimum of three (3) years experience managing and coordinating a government system program for disaster preparedness, response and recovery. Experience serving within or in close coordination with a city or county emergency operations center, managing community-based programs or services and managing state and federal grant programs is desirable.

Knowledge Of:

- Principles and practices of emergency services administration, program development and evaluation, and all aspects of emergency services administration including appropriate methods, procedures and technical expertise.
- Principles and practices of management necessary to plan, organize, direct, manage and evaluate the staff and functions of an emergency preparedness, recovery and response operation.
- Principles and practices of mitigation of and coordinated response to emergencies.
- Principles and practices of public administration, organization, budget and management analysis.
- Principles and practices of supervision, personnel management, employee relations, modern information systems applications and organizational development.
- Principles and practices of training and education.
- Local, state and federal laws and ordinances related to local and regional disaster preparedness, response, recovery and regulatory requirements applicable to emergency management.
- Community organization and resources.
- Funding process in a municipal environment as relates to budgeting, cost accounting, financial planning and management.
- Technology, trends and techniques in the areas of emergency and disaster preparedness, response, relief and recovery.
- Emergency response and disaster preparedness systems including, but not limited to: Incident Command System (ICS), State Emergency Management System (SEMS) and the State Response Information Management System (RIMS).

Ability To:

- Plan, organize, manage and evaluate the staff and functions of an emergency preparedness, recovery and response operation.
- Facilitate the coordination of all levels of personnel and aspects of emergency services administration in an actual emergency or disaster situation.
- Determine emergency service and disaster preparedness program objectives and priorities to achieve those objectives.
- Develop and implement policies, plans and procedures for monitoring and reviewing OES responses in times of disaster.
- Analyze and evaluate statistical data and reports related to emergency services, and prepare periodic reports required by county, state and federal agencies.
- Write and/or approve and coordinate budget requests.
- Interpret, apply and explain county policies and state and federal legislation related to emergency services.
- Effectively manage, train, develop and motivate staff.
- Keep informed of new technology, trends and techniques in the areas of emergency response and disaster relief.
- Communicate effectively both verbally and in writing. Use a variety of communication methods to negotiate and gain acceptance, cooperation and agreement of plans, activities and programs.
- Establish and maintain effective public relations.
- Be available 24 hours a day, 7 days a week to report for duty when needed, including periods of extended duration, nights and weekends.

Working Conditions/Physical Demands: Assignments may include serving as part of an emergency operations management team which may require working outside normal business hours including periods of extended duration, nights and weekends and/or traveling and representing the County and the Department at state and federal emergency management meetings or related events.

Required License: Possession of a valid state of California driver's license.

Pre-Employment Conditions: The candidate must pass a background check, Live Scan fingerprint, psychological evaluation, and medical examination.