

## **EMERGENCY PREPAREDNESS OFFICER**

### **DEFINITION**

Under general supervision, plans, organizes and coordinates citywide emergency management activities within the Fire Department.

### **SUPERVISION RECEIVED/EXERCISED**

Reports to the Fire Chief.

### **DISTINGUISHING CHARACTERISTICS**

Emergency Preparedness Officer is a single non-sworn position class assigned to the Fire Department. The incumbent provides technical expertise in the development of emergency response plans and implementation of related preparedness public education and training programs. In addition, the incumbent acts as liaison with local, County, State and Federal agencies involved in emergency preparedness and disaster planning.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following:)

Plans, develops, implements and maintains a comprehensive Emergency Management Program, including building evacuation plans, emergency operating procedures, and incident response plans.

Coordinates and conducts training of staff in emergency preparedness, response and recovery practices. Assesses Citywide training needs and develops/arranges training programs.

Participates in the development and administration of the budget for the Emergency Management Program. Forecasts both short-term and long-term needs for staffing, equipment, materials and supplies. Monitors expenditures.

Conducts Citywide disaster exercises in accordance with State and Federal requirements. Operates and tests Emergency Operations Center (EOC) equipment and systems. Develops activation and operation procedures. Prepares procedures and checklists for positions in the Incident Command System for training programs and tabletop drills. Coordinates drills with other response agencies.

Develops response plans for various types of disasters/hazards. Identifies and documents response agencies and resources involved in disaster relief.

Develops and conducts disaster preparedness, response briefings and education programs to residential, commercial and civic organizations.

Coordinates fund recovery efforts during declared disasters. Coordinates with Federal Emergency Management Agency (FEMA) representatives and prepares and submits required documents.

Interfaces with department personnel, neighboring agencies, local business, the Red Cross, medical care personnel, gas and electric companies, the County of Fresno, FEMA, Office of Emergency Services (OES) and other local, State and Federal representatives in the implementation of regional training and emergency preparedness/response programs.

Researches and prepares grants related to emergency preparedness.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Ability to:**

Analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data.

Advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Utilize a variety of advisory data and information such as City Emergency Plan, emergency management policies and procedures, State and Federal regulations, department policy manuals, personnel manuals, a variety of reports, budgets, time sheets, non-routine correspondence, purchase requisitions, invoices, contracts, schedules, resolutions and ordinances, and professional journals.

Effectively communicate both orally and in writing.

Establish and maintain effective relationships with employees, public officials, other organizations and the general public.

Calculate percentages, fractions, decimals, volumes and ratios. Ability to interpret basic descriptive statistical reports.

Exercise the judgment, decisiveness, confidentiality, and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Operate office equipment and machinery requiring simple but continuous adjustments, such as a City vehicle, computer keyboard/typewriter, calculator/adding machine, telephone, photocopier, overhead projector and fax machine.

**MINIMUM QUALIFICATIONS**

**Education:**

Associate degree in fire science, criminology, business or public administration or related field and;

**Experience:**

Three years experience in emergency preparedness, disaster response, emergency response, and/or public education programs. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**Special Requirements:**

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Director

SE:JAC;jl:11/16/01  
JC:scm:10/14/08