



## **EMERGENCY SERVICES MANAGER**

**DEFINITION:** Under general direction of the Director of Emergency Services or their designee, and working closely with the Emergency Services Coordinator, this grant-funded, confidential, contract position plans, coordinates, directs, manages and carries out the day-to-day activities of the County's Office of Emergency Services during times of non-emergency and, during an emergency, supports the County's response and recovery efforts as directed or necessary; serves as the day-to-day liaison for communications between the County Office of Emergency Services and the California Office of Emergency Services as well as County departments and local, state and federal agencies the County relies on to coordinate disaster planning, preparedness, response, and recovery operations; ensures the organization's preparedness to respond to natural and man-made emergency events; plans, tracks, coordinates and administers emergency services training of County employees to ensure each employee attains and maintains at least the minimum level of required training; prepares grant applications with an eye toward competitiveness and off-setting County costs wherever possible; administers grant agreements and manages grant funds in the highest and best interest of the County, and maintains grant-related records in manner to assure passing audits; prepares Requests for Proposals and manages contracts related to emergency services products and consulting services; prepares or administers the preparation of planning documents, reports, and policies related to emergency preparedness planning, preparedness, response and recovery and implements, reviews and makes recommendations regarding the same; serves as liaison between the County Office of Emergency Services and the community, including preparing and disseminating public education materials regarding emergency preparedness, response and recovery, and coordinating volunteers; may be assigned responsibility for supervising staff; performs other duties and special projects as assigned.

**ESSENTIAL JOB DUTIES:** With minimal, general supervision, directs and coordinates all aspects of the day-to-day activities of the County's Office of Emergency Services including planning, training, education, intra-County and inter-agency communications, and developing, implementing and updating plans, reports, and policies to ensure the Inyo Operational Area has, to the extent practicable, planned and is prepared to mitigate and respond to natural and manmade disasters in a manner that minimizes threats to life and property and facilitates recovery. Supports the County's Emergency Operations Center any way necessary or directed during an emergency event. During and after an emergency, serves as the primary liaison with State and Federal agencies, and coordinates with County departments and local agencies, with

respect to compiling information and preparing reports to respond to various information requests; and coordinates meetings and site visits with appropriate staff and representatives of appropriate agencies as necessary. Is the County's initial point of contact during recovery and post-recovery operations.

Prepares reports and completes surveys required or requested by the California Office of Emergency Services, the Federal Emergency Management Agency and other state or federal agencies relative to the Operational Area's planning, preparedness, response and recovery operations. Prepares reports and resolutions for consideration by, and makes presentations to, the Board of Supervisors. Represents the Office of Emergency Services at meetings with governmental agencies, professional, business and community organizations, and the general public regarding emergency services issues.

Develops, implements, reviews and makes recommendations regarding emergency services policies and procedures; provides technical expertise and support for employees and consultants; prepares a variety of periodic and special departmental reports for submittal to the various State and Federal regulatory agencies and prepares departmental correspondence.

Interprets and critically analyzes, and assures compliance with, State and Federal emergency services regulations, processes and grant requirements. Proposes, prepares, administers and assures compliance with grant submittals and awards, including but not limited to hazard mitigation and other preparedness funding.

Under the umbrella and responsibilities of the County Office of Emergency Services, works closely with and coordinates emergency services planning and preparedness activities with internal and external entities undertaking similar missions – including public health emergency preparedness planning carried out by the Health and Human Services Department as well as emergency preparedness and response activities carried out by hospitals and first responders, other public agencies including the City of Bishop and LADWP and neighboring Operational Areas, and private enterprises such as but not limited to Southern California Edison – to assure alignment and integration in the delivery of emergency services within the Operational Area. Works closely with all emergency services entities to develop, maintain and enhance relationships.

Coordinates the delivery of emergency services training for all County staff, ensuring that every County employee attains and maintains at least a minimal level of knowledge relative to their role in the delivery of emergency services and receives advanced training whenever possible and appropriate. Plans and coordinates the execution of emergency exercises among County departments, with Operational Area stakeholders, and regionally.

Participates in and coordinates, as appropriate, community outreach and education for emergency preparedness. Identifies, coordinates and maintains relationships with individuals and groups of volunteers in support of the County's emergency services

functions. Coordinates and staffs Inyo County Disaster Council, and successor or similar commissions, boards, and task forces when active. May be assigned responsibility for supervising staff.

Develops and maintains a variety of data bases, resource lists, related tools, and physical and virtual caches of supplies and information to enhance the County's emergency response capabilities.

Prepares and/or administers the preparation of reports, plans, guidance documents, applications, requests for proposals, contracts, budgets, purchases, and proposed policies, ordinances and legislation pertaining to emergency services. Reviews, analyzes, and makes recommendations for improving local, State and Federal policies, processes, ordinances, regulations, and legislation pertaining to emergency services. Carries out other administrative functions and special projects as may be assigned.

Using subject matter expertise and critical thinking, remains cognizant of the need to protect and tirelessly advocate for the County's best interests in fulfilling its responsibilities for the provisions of emergency service.

## **EMPLOYMENT STANDARDS**

**Education/Experience:** Any combination of education, skills and experience that demonstrate an ability to excel in the position may be considered. While a Bachelor's degree is desirable, typical demonstrations of such education and experience include considerable emergency management experience and California local government experience, or a combination of training, education and experience that is equivalent. Candidates must demonstrate a strong knowledge of and/or possess certifications/training in the areas of SEMS, ICS, NIMS. Certification or designation in CalOES's Emergency Management Professional Development Certification and Emergency Operations Center Position Credentialing Programs; and/or Community Emergency Response Team (CERT) affiliation; and/or Certified Emergency Manager or Associate Emergency Manager by the International Association of Emergency Managers; and/or FEMA National Emergency Management Basic Academy; and/or similar credential programs is highly desirable.

**Knowledge of:** Principles, practices, and methods of emergency management, including the Incident Command System (ICS), County Emergency Operations Centers (EOCs), Department Operation Centers (DOC), Standard Emergency Management System (SEMS), National Incident Management Systems (NIMS), Emergency Management Mutual Aid (EMMA), Emergency Management Assistant Compact (EMAC), Continuity of Operations Plans (COOPs), Local Hazard Mitigation Plans (LHMP), Homeland Exercise and Evaluation Program (HSEEP).

Principles of California local government organization and operations. Government budgeting and accounting principles and practices. Principles of employee supervision and discipline.

**Ability to:** Communicate clearly, concisely, and persuasively in writing and verbally. Think critically and perform comprehensive analyses. Work independently, and manage multiple priorities. Exercise sound independent judgment within general directions and policy guidelines. Remain calm under pressure. Establish and maintain project and program files and records, including financial, training and time records. Prepare clear and concise reports; analyze complex problems, evaluate alternatives, and make sound recommendations, and do so in a manner that minimizes costs to the County and its citizens. Work cooperatively with those contacted in the course of work. Ability to stand, sit, bend, squat, climb, kneel, twist, and lift and carry up to 50 pounds in the course of work.

Plan, organize, manage, supervise, and coordinate employees and consultants; prepare and manage budgets; develop and administer grant applications and contracts; interpret, analyze and apply pertinent federal, state and local laws, rules and regulations, policies and procedures; develop, implement and interpret goals, objectives, policies and procedure; represent the County effectively in meetings with others. Interpret budgetary and financial statements; use computers effectively for word processing, records management and presentation.

**Special requirements:** Must possess a valid operator's license issued by the California Department of Motor Vehicles. Must successfully complete a pre-employment background investigation.