



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

EMERGENCY SERVICES MANAGER
Application Deadline: February 1, 2022

DEPARTMENT: County Administrator
LOCATION: Countywide
SALARY: Range 78 \$5971 \$6263 \$6581 \$6910 \$7255**
TERM: Contingent upon continued grant funding

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: The Emergency Services Manager is responsible for managing disaster preparation, mitigation, response, and recovery efforts for the County of Inyo. Under general direction of the County Administrative Officer, this position provides administrative, operational, fiscal, and programmatic oversight of the Emergency Management Performance Grant (EMPG) and the Homeland Security Grant Program (HSGP), manages planning, budgeting, training, and programming related to emergency preparedness and response functions, serves as a liaison with local, state, and federal agencies, and works directly with County Departments to develop response plans, effectively manage incidents, and systematically restore county operations following adverse events.

ESSENTIAL JOB DUTIES: Coordinates, organizes, and monitors review of the County Emergency Operations Plan and all annexes in compliance with Federal, State and Local requirements. • Proposes alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations, develops and performs tests and evaluations of emergency management plans in accordance with state and federal regulations. • Maintains and updates all resource materials associated with emergency preparedness plans. • Serve as primary liaison with State and Federal emergency management agencies. • Develops and maintains liaisons with municipalities, County departments, other emergency response organizations (such as Red Cross), schools, hospitals, and other institutions to facilitate plan development, response effort coordination, and exchanges of personnel and equipment in the event of a natural disaster or other emergency. • Compiles information, prepares reports, and responds to information requests. • Inspects facilities and equipment to determine their operational and functional capabilities in emergency situations. • Applies for federal, state and local funding and/or grants for emergency management related needs; administer such grants and report on their progress. • Manages the process of applying for FEMA assistance. • Prepares emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments. • Provides exercises of various scenarios with County Departments and other community agencies to identify gaps in preparedness, and ways to address them, coordinate training for County employees upon request. • Under direction of the CAO, facilitates the activation of the EOC and supports disaster response and crisis management activities. • Under direction of the CAO, coordinates response during an actual event to ensure timely and effective response and manage recovery in a post-incident environment. • May supervise staff and/or volunteers.

EMPLOYMENT STANDARDS: Education/Experience:

Education: Graduation from an accredited four-year college or university with a major in business administration, public administration, public safety or a related field strongly preferred, but any combination of education, skills, and experience that demonstrate an ability to excel in this position may be considered.

Experience: Two years of management experience in emergency planning/operations. Experience in emergency communications and mobile radio communications operations/maintenance is highly desirable.

Knowledge Of: The ideal candidate will possess knowledge of the principles and practices of emergency administration, program development, and evaluation; of systems including, but not limited to, Incident Command System (ICS), Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), the California Emergency Services Act, the Natural Disaster Assistance Act, and the Robert T. Stafford Act. Experience should include budgeting, contract administration and organizational planning and analysis for current and long term emergency services planning goals.

Ability to: Maintain effective, productive and respectful working relationships with elected officials, members of the public, staff and colleagues. • Accept direction from the CAO and/or Incident Commander. • Seek clarification or support as needed • Work alternative hours as required • Required to work long hours during an emergency • Attend all meetings, trainings, and conferences as assigned • Mobility sufficient to reach, lift, and transport equipment and supplies as necessary.

Special Requirements: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Your position may be required to serve as a Disaster Service Worker during a County emergency. Must successfully complete a pre-employment background

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, computer skills exercise, and oral examination.

APPLICATION: Applications **must be received** by the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526, no later than 5:00 p.m. on **February 1, 2022 (postmarks not accepted)**. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be received.

THIS RECRUITMENT MAY ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING COUNTYWIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case- basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County hires only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). This position will be based primarily in Independence to maintain proximity to the Office of the County Administrator/Director of Emergency Services and the Sheriff's Office. Positions are assigned to a work site based upon the needs of the County. The Department Head, on a case-by-case basis, may temporarily or permanently reassign positions to another work site as deemed necessary.