



Emergency Services Coordinator

Class Code:
5009

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Feb 12, 2018
Revision Date: May 6, 2020

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under general direction, plans and coordinates the Court's emergency management and disaster readiness and preparedness program, and performs related work as required.

DISTINGUISHING FEATURES

The Emergency Services Coordinator is assigned to the Finance and Facilities Division. The incumbent provides technical expertise in the development of emergency action and response plans and Continuity of Operations Plans (COOP), and implementation of related preparedness and training programs. The incumbent acts as a liaison with local, County, State, and federal agencies involved in emergency preparedness and disaster planning. The incumbent ensures that emergency preparedness and response planning is in compliance with the Americans with Disabilities Act (ADA) and assists with requests by Court users for ADA accommodations. The incumbent exercises independent judgment while making sound decisions in the development and implementation of emergency service programs, plans, and training activities. This classification is distinguished from the Management Analyst in that the latter is involved in general administrative, statistical, and management analyses.

Incumbents must be willing to travel and work at various court locations throughout the County, and to other locations for program-related meetings and events. When driving on Court business, the incumbent is required to maintain a valid California driver's license and a satisfactory driving record. Must be willing to be on-call and available on a 24-hour-a-day basis.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification may not necessarily perform all listed duties.

1. Assists in maintain the Court-wide Emergency Management program.
2. Assists in developing and maintaining comprehensive hazard/risk assessment for Court operations; uses the hazard/risk assessment to assist in developing, prioritizing and implementing Court-wide emergency management programs.
3. Coordinates and conducts staff training in emergency preparedness, response and recovery practices; assesses Courtwide training needs and develops training programs.
4. Assists in the development of Courtwide and site-specific emergency plans, policies and procedures, including building evacuation plans, Continuity of Operations Plans and emergency response plans; ensures that plans are compliant with applicable legal authorities, including the ADA, and that they are regularly updated.
5. Liaises with local, County, State and federal offices; staffs and serves on committees with other agencies, commissions and emergency management groups; coordinates the activities of the programs with all Court divisions, and other agencies concerned with emergency management.
6. Confers with State and federal emergency management representatives in supporting Court emergency management activities; assures conformity of Court emergency management programs with federal and State requirements.
7. Assists in preparing Court-wide emergency training and exercise program, including staff training on plans and procedures, development of and conducting drills and exercises to test procedures and training, and conducting after action review and developing improvement plans to improve plans and procedures based on exercise results.
8. Participates in the coordination of the Court's disaster cost recovery efforts during proclaimed emergencies; coordinates with the State Office of Emergency Services (Cal OES) and Federal Emergency Management Agency (FEMA) representatives; prepares and submits required documents.
9. Conducts research projects and gathers reference information related to the state and federal disaster preparedness legislation, funding assistance eligibility and emergency service resources.
10. Evaluates and responds to requests by Court users for accommodations under the ADA.
11. Drafts and negotiates contracts to provide needed services to support the Court's emergency management program; seeks out grant opportunities and prepares grant applications; manages contracts; and assists in creating sustainability strategies for existing grant-funded programs.
12. Redesigns and improves forms and public notices; and coordinates publication and dissemination of such materials; responds to verbal and written public inquiries and surveys.
13. Stocks and maintains disaster preparedness-related supplies and equipment and schedules

regular testing to ensure operational efficiency.

14. Establishes and maintains the Court emergency notification system, emergency hotlines and posting of emergency-related information on Court websites.

15. Supervises staff, independent contractors and consultants as required.

16. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Possession of a Bachelor's degree from an accredited college or university. A degree in Business or Public Administration, Public Policy, Emergency Management, or a related field is preferred.

And

Experience:

The equivalent to two years of full-time work experience in planning and procedures development in an emergency services and disaster preparedness program, which included emergency program management or program planning, and/or evaluation review activities.

Substitution:

Possession of a Master's degree from an accredited college or university in Business or Public Administration, Public Policy, Emergency Management, or closely related field can substitute for one (1) year of the required experience.

Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis. One year (2080 hours) of additional qualifying work experience will be considered equivalent to 30 semester units/45 quarter units.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Emergency services administration, program development and evaluation.
- 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.
- Aspects of emergency services administration including appropriate methods, procedures and technical expertise.
- State and federal laws and ordinances related to local and regional disaster preparedness, response and recovery.
- The Americans with Disabilities Act.

- Technology, trends and techniques in the areas of emergency and disaster preparedness, response, relief and recovery.
- Principles and practices of public administration, organization, budget, management analysis, supervision, personnel management, employee relations, modern information systems applications, and organization development.

Ability to:

- Understand and utilize technical equipment and programs necessary to the operation of the Office of Emergency Services.
- Competently use communication systems, computers, display systems, software programs, mapping systems and other software utilized in the Emergency Operations Center (EOC) and in the State Office of Emergency Services (OES) Emergency Management program.
- Plan, organize, manage and evaluate the staff and functions of an emergency preparedness, recovery and response operation.
- Direct and coordinate 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 an integrated, focused approach to achieve those objectives.
- Formulate and implement policies, plans and procedures for monitoring and reviewing OES responses in a time 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 and claims for reimbursement of funds.
- 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 including computer programs associated with the maintenance and update of the emergency response plans.
- Communicate effectively.
- Use a variety of communication methods to negotiate and gain acceptance, cooperation and agreement of plans, activities and programs.

Physical Demands:

Physical demands include walking, standing, sitting and climbing up and down stairs; strength, dexterity, coordination and vision to use a keyboard and video display terminal; hearing, listening and speaking to communicate with the public and court staff; dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials; moving from place to place within an office or other court location; and reaching for items above and below desk level.

Working Conditions:

Video display terminal is used on a daily basis. Attend meetings, respond to emails and phone calls, and engage in work as needed outside of normal business hours. Work occasional evening and weekend hours. Travel may be required.

FLSA Status:

Exempt

CLASSIFICATION HISTORY:

Date established: 2/16/18

Revised: 8/14/19 - Updated Title From Emergency and Safety Coordinator to Emergency Services Coordinator.

Revised: 5/6/20