

# ASSISTANT EMERGENCY SERVICES DIVISION MANAGER



## **Description:**

Under general direction, assists the Emergency Services Division Manager in a variety of emergency services functions. This position will manage and coordinate the full spectrum of OES activities for operations, training and exercising and assume the majority of the day-to-day management responsibilities of the OES Division; performs related duties as required.

## **Distinguishing Characteristics:**

Positions in this class assist in overseeing a variety of emergency services functions/activities for San Bernardino County Fire Department. Positions report to the Emergency Services Division Manager.

## **Duties may include, but are not limited to:**

1. Manages and supervises staff, participates in hiring and disciplinary actions.
2. Manages the implementation of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) program.
3. Oversees volunteer programs including Emergency Communications Services (ECS) and the Community Emergency Response Team (CERT) programs.
4. Prepares and updates the County/Operational Area (OA) Emergency Operations Plan, Hazard Mitigation Plan, and other plans.
5. Oversees grant program activities, including projects, personnel and funding sources.
6. Serves as liaison to counties, cities/towns, state and federal agencies and others in the coordination of disaster preparedness, response, recovery and mitigation.
7. Oversees the readiness of the Emergency Operations Center (EOC) and assists with emergency operations during actual disasters and may function as the Emergency Operations Center (EOC) Director, Planning and Intelligence Section Chief, etc.
8. Chairs various Operational Area committees, including the Operational Area Coordinating Council (OACC).
9. Oversees training for county departments, EOC responders, community groups and other public and private entities on a variety of emergency management topics.
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11. Delivers training and designs and conducts emergency management exercises.
12. Provides vacation or temporary relief, including Duty Officer coverage, as required.
13. Provides other duties as required.

**Typical Qualifications:**

Must have a Bachelor's Degree in Emergency Management, Public or Business Administration, Police, Fire Safety, or a closely related field.

Must have served five (5) years of prior experience in a management level capacity, three (3) years of which must have been working directly in the field of Emergency Management at the federal, state, county/operational area or local government (city or town) level. This experience should include experience in program management or administrative staff support responsible for planning, analyzing and solving problems of an organization, program or system. Applicants must have and maintain a class "C" California Driver's License throughout employment. Must possess strong writing skills.

Substitution: Candidates with a Master's Degree in Emergency Management, Public Administration, Business Administration, or a field of public safety, or a closely related field is highly desirable and may be substituted for one (1) year of qualifying experience. Preference can be given in the selection process to candidates with a qualifying Master's Degree.

**Health and Physical Condition:**

Persons seeking appointment to this class must meet the safety health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

**Conditions of Employment:**

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

**The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.**

**Job Code:** 40072

**Salary Range:** E55

**Representation Unit:** Exempt Group

**Last Updated:** 9/3/10