

EMERGENCY SERVICES

DIVISION MANAGER



Description:

Under general administrative direction, plans, directs, and manages of the Emergency Services Division within the San Bernardino County Special Fire Department.

Distinguishing Characteristics:

This single position class reports to the Fire Chief or designee, and manages the Office of Emergency Services (OES) Division for the Fire Department. This is a management level position, requiring application of effective management practices and skills in planning, organizing, supervising and directing the activities and personnel of the OES Division.

Duties may include, but are not limited to:

1. Plans, organizes and directs the activities of Emergency Management programs.
2. Directs the human resource management and development for the Division utilizing subordinate supervisors. Oversees the selection, evaluation and coordination of training of emergency services employees; provides counseling in work related problems; takes disciplinary action as needed; prepares and signs work performance evaluations; oversees hiring and disciplinary decisions; serves as resource for subordinate staff.
3. Directs and oversees the activities of the OES Grants Unit, participates in monitoring and audit sessions. Executes grant related documents and paperwork, and manages the overall grant-related tasks.
4. Directs and manages the overall activities of the volunteer programs through subordinate supervisors.
5. Directs and manages the activities of the Emergency Operations Center (EOC).
6. Directs the preparation of special projects, studies, surveys, contracts and accompanying analyses related to programs assigned; oversees and reviews the preparation of related documents, reports, recommendations and letters.
7. Plans, evaluates and implements emergency management and systems. Organizes and directs through subordinate supervisors, the operations of the emergency services program. Participates in strategic planning and development of long-range departmental goals.
8. Researches, develops and implements new or modified policies, programs, programs, methods and procedures for the resolution of emergency management issues and related management problems and presents findings and recommendations to management.
9. Participates in meetings or conferences with emergency management representatives to exchange information, administrative issues or policies. Researches and develops management goals for the Division.

10. Develops and manages the division budget; during budget development, justifies all proposed expenditures. Makes or recommends changes to the budget and ensures expenditures remain within the approved budget; provides explanations of variances when necessary.
11. Represents the San Bernardino County Fire Department, OES Division before the Board of Supervisors; directs development of Board Agenda Items and related documents.
12. Provides vacation or temporary relief 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. Preference can be given in the selection process to candidates with a qualifying Master's Degree.

Must have served seven (7) years of prior experience in a management level capacity, four (4) years of which must have been 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. Must possess strong writing skills.

Applicants must have and maintain a class "C" California Driver's License throughout employment.

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.

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: 40061

Salary Range: E62

Representation Unit: Exempt Group

Last Updated: 9/6/10