

# EMERGENCY SERVICES OFFICER



## **Description:**

Under the direction of the Supervising Emergency Services Officer this classification assists in the coordination of programs involving the spectrum of operations and programs within the Emergency Services Division; performs other duties as required.

## **Distinguishing Characteristics:**

This classification provides the first contact, acting as a liaison to the public, other county entities and private agencies regarding the Emergency Services Division. The classification is primarily responsible for analyzing and solving problems within the emergency service plans within the county's different organizations.

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

1. Assists with the preparation and update of the the County/Operational Area Emergency Management Plan, Hazard Mitigation Plan, and other plans, and procedures.
2. Assists in the implementation of Standardized Emergency Management Systems (SEMS) and the National Incident Management System (NIMS).
3. Assists cities/towns, county departments, community groups and private entities in the development of integrated emergency management plans.
4. Supports a number of internal and external committees pertaining to the operational area, cities/towns, county departments, community groups and private entities.
5. Assists with the coordination of emergency operations during exercises and actual disasters, including the Emergency Operations Center (EOC).
6. Designs, prepares and maintains the Emergency Operations Center for readiness, including technical support.
7. Trains county departments, Emergency Operations Center responders, community groups and other public entities in a variety of emergency management areas.
8. Designs and conducts emergency management exercises.
9. Coordinates and implements policies and procedures as they relate to specific assignments and programs.
10. Assists in data collection for disaster recovery reporting and submits applications for reimbursement.
11. Conducts research and data collection resulting in reliable reports and plans.
12. Provides 24 hour "on call" duty officer coverage, which may include weekends and holidays.
13. Provides vacation or temporary relief as required.

14. Performs other duties as required.

**Typical Qualifications:**

A Bachelor's Degree in Public or Business Administration, Fire Administration, Emergency Management or a closely related field. **-OR-**

An AA Degree in Business Administration, Fire Administration, Emergency Management or a closely related field and one (1) year of qualifying experience. **-OR-**

Two (2) years of experience equivalent to an Emergency Services Officer or a similar administrative support position that includes program management or administrative staff support responsible for planning, analyzing and solving problems of an organization, program or system.

**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:** 44809

**Salary Range:** H33

**Representation Unit:** Hazardous Materials

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