

SUPERVISING EMERGENCY SERVICES OFFICER



Description:

Under the direction of the Emergency Services Division Manager and Assistant Emergency Services Division Manager, this classification coordinates programs involving the full spectrum of operations and programs of the Office of Emergency Services (OES), supervises Emergency Services Officers and supports staff as assigned; performs other duties as required.

Distinguishing Characteristics:

This classification is distinguished from the Emergency Services Officer by its responsibility to supervise support staff, identify areas for evaluation or examination, plan and coordinate studies, and recommend and implement new or revised policies, procedures, systems, or programs.

Duties may include, but are not limited to:

1. Supervises staff, assigns and reviews day-to-day work tasks; evaluates work performance; participates in hiring and disciplinary actions pertaining to staff.
2. Assists in the implementation of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) program.
3. Prepares and updates plans to include the County/Operational Area Emergency Management Plan, Recovery Plan, Hazard Mitigation Plan and Division Work Plan.
4. Assists with the coordination, preparation and implementation of grant program applications.
5. Serves as a liaison to counties, cities, towns, state and federal agencies and others in the coordination of disaster preparedness, response, recovery and mitigation.
6. Assists cities, towns, county departments, community groups and private entities in the development of integrated emergency management plans.
7. Assists with the coordination of emergency operations during actual disasters including the role of a Deputy Section in the Emergency Operations Center (EOC).
8. Trains county departments, EOC responders, community groups and other public and private entities in a variety of emergency management areas.
9. Coordinates and implements policies and procedures as they relate to specific assignments and programs.
10. Develops or oversees the development of forms and procedures, office procedures and protocols.
11. Participates in various meetings to discuss operational matters or to explain recommendations for change and implementation procedures.
12. Designs and conducts emergency management exercises.

13. Provides 24 hour "on call" duty officer coverage, which may include weekends and holidays.
14. Provides vacation or temporary relief as required.
15. Provides other duties as required.

Typical Qualifications:

Five (5) years of experience equivalent to an Emergency Services Officer or a similar administrative support position. Two (2) years of this experience must be in emergency management or closely related field. Three years of this prior experience must have been performing in a supervisory capacity. The emergency management 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 Bachelor's Degree in Emergency Management, Public or Business Administration, Police, Fire Safety, or a closely related field is highly desirable and may be substituted for one year of qualifying experience. Preference can be given in the selection process to candidates with a qualifying Bachelor'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: 40028

Salary Range: N41

Representation Unit: Non-Represented

Last Updated: 9/3/10