



FIRE DEPARTMENT SANTA CLARA COUNTY

14700 Winchester Boulevard
Los Gatos, CA 95032
(408) 378-4010



PLEASE POST UNTIL 09/10/2010

ANNOUNCEMENT OF OPEN AND COMPETITIVE EXAMINATION EMERGENCY SERVICES COORDINATOR

*Salary Range is: \$7,771.02 to \$9,445.73 per month**
Final Filing Date: 1700 hours, September 10, 2010

THE POSITION

Under the general direction of the Senior Emergency Services Coordinator, the incumbent is responsible for reviewing and updating emergency preparedness plans, conducting staff training and community education programs in disaster preparedness and acts as a liaison between the Department, local jurisdictions, state and federal agencies.

This classification is an alternately staffed position with the Senior Emergency Services Coordinator classification. This is an unrepresented position and exempt under the Fair Labor Standards Act.

COMPENSATION AND BENEFITS

*The salary range listed for Emergency Services Coordinator (ESC) is effective November 30, 2009. Appointments are generally made at the first step of the range. The qualified candidate will receive CalPERS 2.7% @ 55 Miscellaneous retirement with an 8% employee contribution, which is tax-deferred. Current benefits include: full Department payment of medical and dental premiums; paid life insurance of \$40,000; vision plan; education reimbursement plan; direct deposit plan; personal leave; sick leave; vacation; 13 holidays per year; 9/80 Alternate Work Schedule upon request; voluntary deferred compensation plan; and credit union service.

EMPLOYMENT STANDARD

Education: Equivalent to a Bachelor's Degree in a related field. Possession of a Certificate of Achievement from Federal Emergency Management Training and/or participation in Emergency Management Training classes is highly desirable, and

Experience: Two (2) years of professional level administrative, operations or related staff support position preferably in a public setting or two (2) years of experience providing emergency response to fire, police or life safety or disaster solutions. Additional relevant experience may be substituted for the educational requirement on a year-for-year basis up to a maximum of two years.

Working Conditions/Physical Demands: Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment with some exposure to hazardous situations; must be able to transport audio-visual equipment and training aids; ability to travel to different locations; and available to work off-hours.

As a condition of employment, the candidate must be fingerprinted and have a background check. The individual must have a valid California Driver's License.



EXAMPLE OF DUTIES

Depending upon assignment duties may include, but are not limited, to the following:

Develop and conduct disaster preparedness, response briefings and education programs to residential, commercial and civic organizations to promote citizen and community hazards awareness and disaster education programs. Review and revise elements of emergency preparedness plans in compliance with state and federal regulations for jurisdictions served by the Department. Provide technical expertise to local jurisdictions on emergency preparedness and hazards risk assessment in accordance with existing jurisdiction policies and procedures. Compile and disseminate various educational materials to staff and community groups to ensure effective response in the event of a disaster. Assess the local jurisdiction training needs and develop appropriate training exercises and programs. Plan, coordinate and conduct comprehensive training sessions on emergency preparedness to community groups, and staff of the local jurisdictions served by the Department. Collaborate and liaison with representatives from local jurisdictions, businesses, homeowners, educational and other groups regarding disaster preparedness and emergency services. Act as the Department's representative to County, regional and state emergency planning and preparedness committees and organizations. Provide technical assistance to various volunteer groups in the event of a disaster and ensure compliance with Department guidelines. Write a variety of correspondence to staff and community groups using a personal computer regarding emergency preparedness services. Write reports and/or articles on emergency preparedness for the local news media upon request. Prepare and present written and verbal reports to the Fire Chief, Assistant Chief and/or the Deputy Chief of Training related to emergency preparedness. Attend emergency preparedness conferences as required, to ensure that emergency preparedness plans and general emergency services are current and in compliance with current changes in legislation and policy at the county, state and federal level. Establish and organize a variety of records related to various emergency preparedness functions in order to collect and prepare data for inclusion in written reports and to document significant actions and decisions to maintain continuity of service. May provide limited work direction to Department personnel and volunteer groups. Performs other related duties as assigned.

THE APPLICATION AND SELECTION PROCESS

The application process will consist of a completed Department application and résumé, which must be submitted to Personnel Services at Headquarters via the mail or as an attachment in an email. Email submissions should be sent to personnel.services@cnt.sccgov.org. The email's subject must state "Emergency Services Coordinator Recruitment." If résumé and application are mailed, please mail to Santa Clara County Fire Department, Attention: Personnel Services, 14700 Winchester Boulevard, Los Gatos, CA 95032. Department applications can be obtained from the address mentioned herein or by calling (408) 378-4010. Applications may also be downloaded from the Santa Clara County Fire Department website at www.sccfd.org.

Deadline to Apply: 1700 hours, September 10, 2010. If submitting by mail, it must be postmarked no later than September 10, 2010. Faxed or late applications and résumés will not be accepted. If sent as an enclosure in an email, it must be time stamped by the email no later than the deadline time and date mentioned herein.

Based upon a review of the applications and résumés, the most qualified candidates will be invited to participate in the selection process, which will consist of an oral interview.

For additional information regarding the position of ESC or the application and selection process outlined herein, please contact Personnel Services at (408) 378-4010.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The Department is an Equal Opportunity Employer.