



# FIRE DEPARTMENT SANTA CLARA COUNTY

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



Internationally Accredited  
Agency

PLEASE POST UNTIL 09/10/2010

## ANNOUNCEMENT OF OPEN AND COMPETITIVE EXAMINATION SENIOR EMERGENCY SERVICES COORDINATOR

*Salary Range is: \$8,772.63 to \$10,663.18 per month\**  
*Final Filing Date: 1700 hours, September 10, 2010*

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### *THE POSITION*

The Senior Emergency Services Coordinator (Sr. ESC) is a first level supervisory position in the classification series. The individual selected for this position will be responsible for the organization and coordination of emergency preparedness programs for local jurisdictions, and supervision of the Emergency Service Coordinators. Under the general supervision of the Deputy Chief of Training, the Sr. ESC performs the more difficult and complex tasks, reviews and updates emergency preparedness plans, conducts 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 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 Sr. 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: Education should be equivalent to graduation from a four-year college or university with major course work in business or public administration, or other fields of study that is closely related to the work. Possession of a Certificate of Achievement from Federal Emergency Management Training and/or participation in Emergency Management Training classes. Certification from the International Association of Emergency Managers is desirable.

Experience: A minimum of two years supervisory experience of professional level administrative staff in the field of emergency services preferably in a public setting OR two years of supervisory experience providing emergency response to fire, police or life safety or disaster situations. Additional experience as outlined above 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:

Supervise and evaluate the work assignments of personnel assigned to the emergency preparedness program such as the Emergency Services Coordinators. Develop and conduct complex disaster preparedness, response briefings and education programs to residential, commercial and civic organizations to promote citizen and community hazards awareness and disaster education programs. Provide technical expertise to local jurisdictions on emergency preparedness plans using existing policies and procedures and state and federal regulations. Arrange and conduct comprehensive training sessions on emergency preparedness to community groups, Department staff, and staff of the local jurisdictions for which the Department provides services. Collaborate with representatives from local jurisdictions, businesses, homeowners, educational organizations and other groups regarding emergency services, and if appropriate, recommend adjustments to emergency preparedness plans to better serve their needs. Plan and conduct disaster-training exercises. Provide technical assistance for volunteer groups involved in initial light search and rescue and other services utilized in the event of a disaster in compliance with Department rules and regulations. This position is similar to a disaster service worker, and may be assigned to City Emergency Operations Center. Write reports and/or articles on emergency preparedness for the local news media upon request. For more details of duties, please reference the Sr. ESC job specification.

### *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](mailto:personnel.services@cnt.sccgov.org). The email's subject must state "Senior 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](http://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 Sr. 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.**