

COUNTY OF SOLANO
CLASS SPECIFICATION
COORDINATOR – PROGRAMS / EMERGENCY SERVICES

CLASS SUMMARY:

The Coordinator – Programs/Emergency Services performs professional level activities to assist the Emergency Services Manager in developing, planning, organizing, formulating, updating and maintaining countywide plans for multi-hazard and disaster responses under the jurisdiction of the Solano County Office of Emergency Services. The Coordinator – Programs/Emergency Services serves as a member of the department management team.

This class is distinguished from the:

- **Emergency Services Manager** class which is responsible for the overall administrative and fiscal aspects of the Solano County Office of Emergency Services (OES).

ESSENTIAL DUTIES: This class specification represents the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Supervises program staff including scheduling and directing work, monitoring its timeliness and quality; hiring, training, and coaching staff; assisting with discipline and terminations actions; assisting with performance evaluations; enforcing policies and protocols. Assists in managing emergency response and recover operations; works with County departments, outside agencies and the general public to reduce the impact of any major incident; assists in developing the goals and objectives of the County Office of Emergency Services, and assists in developing and implementing OES policies and procedures.

Performs plan modification, outreach, training, and reporting activities; plans, implements, coordinates and directs area-wide emergency service programs including resource management, operational readiness, and response plans and strategies; implements an incident command system in the event of a major emergency or disaster; coordinates mutual aid responses and requests.

Coordinates and assists in managing the emergency operations through the Emergency Operations Center (EOC); ensures that the Emergency Operations Center is organized for maximum effectiveness of the EOC staff participating in disaster exercises and events.

Provides assistance to the Emergency Services Manager in coordinating a team of County managers and other outside agency leaders to organize operational area meetings and evaluate the effectiveness and efficiency of disaster exercises and event responses.

Assists in organizing and implementing training programs for members of County emergency managers and other local entities; administers and coordinates emergency preparedness training, education, and public information programs.

Directs and implements the goals, policies, and procedures for emergency services programs

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Prepares reports and executes program related documents as needed.

Performs other duties of a similar nature and level as assigned.

Training and Experience:

Bachelor's Degree in a closely related field and three years of professional level experience related to the area of assignment is required. An equivalent combination of education and experience sufficient to perform the essential duties of the job may be substituted.

Licensing/Certification Requirements:

State of California Driver's License Class C

Knowledge of:

- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes
- Basic knowledge of the Incident Command System (ICS) and the National Incident Management System (NIMS).
- Supervisory practices and principles
- Principles and effective practices of disaster management, emergency planning, response operations and training.
- Organizational analysis and management.
- Federal and State emergency services and response resources.
- Methods of record keeping and standard report preparation, including basic statistical techniques.
- Budgetary principles and practices

Skills in:

- Working under pressure to meet timelines and handling multiple and changing priorities
- Delegating responsibility and authority to others
- Communicating effectively, both orally and in writing
- Interpreting and applying laws, regulations, codes, and policies
- Use of a variety of computer-based technologies
- Establishing and maintain harmonious working relationships with those contacted in the course of work; demonstrating tact; diplomacy and patience

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ADA Requirements:

Positions in this class typically require climbing, kneeling, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Other Requirements:

Independent travel is required

Class History Information:

Approved by Civil Service Commission: 09/24/08

Adopted by Board of Supervisors: 10/07/08