

*City of Arts & Innovation*

CITY OF RIVERSIDE
invites applications for the position of:
**EMERGENCY SERVICES
COORDINATOR**

SALARY: \$2,505.69 - \$3,044.77 Biweekly
\$65,148.00 - \$79,164.00 Annually

OPENING DATE: 09/29/16

CLOSING DATE: 10/13/16 11:59 PM

THE POSITION:



The City of Riverside is accepting applications for the position of **Emergency Services Coordinator** to fill one (1) vacancy in the **Office of Emergency Management** of the **FIRE DEPARTMENT**. The eligibility list established may be used to fill the current and/or upcoming vacancies within this classification for up to six (6) months.

The City of Riverside Fire Department – Office of Emergency Management is looking for a dynamic team player who will work collaboratively on diverse projects in a fast paced work environment. This position works under general direction from the Emergency Services Administrator to plan and coordinate prevention, preparedness, response, recovery and mitigation activities within the City's emergency services program; conduct emergency management trainings and exercises.

The Office of Emergency Management not only coordinates the emergency management for the city but also serves as the Program Administrator for the Riverside UASI Homeland Security Program which covers Riverside and San Bernardino counties. The Emergency Services Coordinator position will also serve as the Special Projects Coordinator for the Riverside UASI.

The most highly qualified candidates will hold a bachelor's degree or higher in emergency management or closely related field and have extensive experience in emergency planning, financial cost recovery and managing/maintaining an emergency operations center.

Additionally, the Emergency Services Coordinator will, under general direction, develop, plan, coordinate, and administer the City's Emergency Services program; to coordinate and conduct various training programs and exercises; to provide responsible and technical staff assistance; and to do related work as required.

WORK PERFORMED:

Duties may include, but are not limited to, the following:

- Coordinate and participate in the City's emergency services program and assist to ensure that the Emergency Operations Center is maintained in a ready status.
- Assist in the implementation of goals, objectives, policies and procedures.
- Assist in the preparation and administration of the Emergency Services Program budget.
- Organize, schedule, and coordinate Emergency Services Program activities and other related programs; conduct special interest programs and presentations.
- Maintain records and develop reports concerning new or on-going programs and program effectiveness; maintain various records and file reports; prepare statistical reports as required.
- Develop and implement various training programs on disaster preparedness and response problems for City employees and members of the community.
- Respond to major emergency incidents on an on-call basis and under emergency conditions.
- Maintain an inventory of necessary supplies and ensure their proper and adequate storage and availability.
- Provide post-disaster recovery assistance to selected City recovery teams.

QUALIFICATIONS:**Recruitment Guidelines****Option I**

Education: Equivalent to an Associate's degree from an accredited college or university with major work in public or business administration or a related field.

Experience: Two years of increasingly responsible administrative experience in the field of emergency services program planning and operations, municipal program administration, or a closely related field.

Option II

Education: Equivalent to completion of the twelfth grade supplemented by college level course work in public or business administration and/or specialized training in emergency and disaster preparedness.

Experience: Four years of increasingly responsible administrative experience in the field of emergency services program planning and operations, municipal program administration, or a closely related field.

Necessary Special Requirements

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Must be able to pass an intensive police background investigation.

Must be available to respond to major emergency incidents on an on-call basis and under emergency conditions.

Highly Desired Qualifications

- Possession of Bachelor's degree in emergency management, homeland security or disaster management.
- Graduate of FEMA's National Emergency Management Basic and/or Advanced Academies.
- Certified Emergency Manager by the International Association of Emergency Managers.
- Two years of experience in developing, writing, and/or updating Emergency Operations Plans, Continuity of Operations Plans, Local Hazard Mitigation Plans, Emergency Response Plans, Communication Plans, Special Event Plans, Exercise Plans or Strategic Plans.
- Two years of experience in developing programming, administering or working with Emergency Management Information Management Systems and GIS Platforms such as WebEOC, CalCOP/Digital

Sandbox, HAZUS, ArcGIS, or other similar systems.

- Two years of experience in leading and supervising task forces, committees, and other task oriented groups or complex projects.
- Two years of experience coordinating jurisdictional financial cost recovery for presidentially declared disasters or state disasters.
- Experience actively participating in an emergency operations center activation either for real incidents or events.
- Completed coursework in Incident Command System (ICS) 300 and 400.

SELECTION PROCESS:

IMPORTANT INFORMATION ON SCHEDULING ASSESSMENTS:

If you are selected to move forward in the assessment process, you may be required to self-schedule your appointment. You will be notified via email of your status and provided with self-scheduling instructions. Please check your email regularly following the closing date of this recruitment.

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. Those who successfully complete the selection process will be placed on the eligibility list for this classification.

It is the responsibility of candidates with a disability requiring accommodation in the assessment process to contact the Human Resources Department in writing to request such accommodation prior to the closing date of this recruitment.

Appointment may be subject to the successful completion of a pre-employment background investigation, medical/physical examination, drug and alcohol test.

NOTE: The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards. Candidates may reapply when there is a posting to establish an eligibility list.

All applicants will be notified via e-mail or telephone of their application status and the assessment dates/times/locations after the closing date of this announcement.

THE PROVISIONS OF THIS JOB ANNOUNCEMENT DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.

**CITY OF RIVERSIDE, AS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER,
ENCOURAGES APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY.**



APPLICATIONS MUST BE FILED ONLINE AT:

<http://www.riversideca.gov>

3900 Main Street
Riverside, CA 92522
951-826-5808

cityjobs@riversideca.gov

Position #16-2580-01
EMERGENCY SERVICES COORDINATOR
JB

EMERGENCY SERVICES COORDINATOR Supplemental Questionnaire

- * 1. **Instructions:** The information on the application and your responses to the following supplemental questions will be used to determine whether you meet the minimum and/or highly desirable qualifications for the position in which you are applying. Detailed responses must be provided for each question in order to ensure qualifications are properly considered. (**Do not refer to a resume in lieu of completing the supplemental questions*). *Employers listed on this questionnaire must also be listed and fully detailed in the work experience section of your application.*
- ☐ I understand.
- * 2. Please indicate the highest level of education you have completed.
- ☐ Less than High School Diploma or GED
☐ High School Diploma or GED
☐ Some college coursework completed (less than 59 semester units or less than 89 quarter units)
☐ Associate's Degree (at least 60 semester units or 90 quarter units)
☐ Bachelor's Degree (at least 120 semester units or 180 quarter units)
☐ Master's Degree
☐ PhD
- * 3. Please indicate which of the major areas your coursework indicated above includes.
- ☐ Public Administration
☐ Business Administration
☐ Emergency Management
☐ Homeland Security
☐ Disaster Management
☐ Closely related field to one or more of the above
☐ None of the above
- * 4. Please indicate the amount of full time experience you possess in the field of emergency services program planning and operations, municipal program administration, or a closely related field.
- ☐ Less than 2 years
☐ 2 - 3 years
☐ 4 years or more
- * 5. Please indicate the type of valid motor vehicle operator's license you possess.
- ☐ None
☐ Class A
☐ Class B
☐ Class C
☐ Out of State License
- * 6. If selected as a final candidate, you will be required to pass an intensive police background

investigation.

☐ I understand.

- * 7. Do you have the ability to respond to major emergency incidents on an on-call basis and under emergency conditions?
☐ Yes ☐ No
- * 8. Are you a graduate of FEMA's National Emergency Management Basic and/or Advanced Academies?
☐ Yes ☐ No
- * 9. If you answered "yes" to the question above, please enter the date you received your academy certificate below. If you answered "no" indicate N/A.
- * 10. Are you certified by the International Association of Emergency Managers as a certified Emergency Manager?
☐ Yes ☐ No
- * 11. Do you possess at least 2 years of full time experience developing, writing, and/or updating plans in any of the following areas?
☐ Emergency Operations Plans
☐ Continuity of Operations Plans
☐ Local Hazard Mitigation Plans
☐ Emergency Response Plans
☐ Communication Plans
☐ Special Event Plans
☐ Exercise Plans
☐ Strategic Plans
- * 12. Please indicate the following regarding your experience listed above, or relevant work experience. Otherwise indicate N/A:
Employer:
Job Title:
Years of Experience:
Examples of Duties:
- * 13. Do you possess at least 2 years of full time experience in developing, programming, administering or working with Emergency Management Information Management Systems and GIS Platforms in any of the following areas:
☐ WebEOC
☐ CalCOP/Digital Sandbox
☐ HAZUS
☐ ArcGIS
☐ Other similar systems to the above
☐ None of the above

14. If you indicated that you possess at least 2 years of full time experience to a similar system

to that listed above, please indicate the system and/or experience below.

- * 15. Do you possess at least 2 years of full time experience in leading and supervising task forces, committees, and other task oriented groups or complex projects?

☐ Yes ☐ No

- * 16. If you answered "Yes" to the question above, please indicate the following regarding your experience:

Employer:

Job Title:

Employment Dates:

Examples of Duties:

Complete this information for EACH employer where this experience was gained.

If you answered no, enter "n/a."

- * 17. Do you possess at least 2 years of full time experience coordinating jurisdictional financial cost recovery for presidentially declared disasters or state disasters?

☐ Yes ☐ No

18. If you answered "yes" to the question above, please indicate the following regarding your experience:

Employer:

Job Title:

Employment Dates:

Examples of Duties:

Complete this information for EACH employer where this experience was gained.

If you answered no, enter "n/a."

- * 19. Do you possess experience actively participating in an emergency operations center activation either for real incidents or events?

☐ Yes ☐ No

- * 20. If you answered "Yes" to the question above, please indicate the following regarding your experience:

Employer:

Job Title/Role within EOC:

Employment Dates:

Examples of Duties:

Complete this information for EACH employer where this experience was gained.

If you answered no, enter "n/a."

- * 21. Have you completed any of the following Incident Command System (ICS) courses?

☐ ICS 100

- ☐ ICS 200
- ☐ IS 700
- ☐ IS 800
- ☐ ICS 300
- ☐ ICS 400
- ☐ I have completed additional emergency management courses not indicated above
- ☐ None of the above

* 22. Please list any additional emergency management courses you have completed below.

* 23. **Certification:** I understand that I **cannot** update my application once it has been submitted. Therefore, I have fully completed **ALL** sections, provided **full descriptions of my duties and responsibilities** for each employer, and have fully answered **ALL** questions on the Supplemental Questionnaire. (***Do not refer to a resume or other documentation, as it will not be reviewed.***) *Employers noted on the Supplemental Questionnaire must also be included and fully detailed on the Application.*

☐ I understand.

* Required Question