

EMERGENCY PREPAREDNESS ANALYST

Job Summary:

Under general direction, to plan, organize, administer and coordinate civil defense, and city emergency and disaster preparedness programs and services; acts as the City's primary emergency first responder.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Prepares, plans, develops and updates City emergency and disaster plans.
2. Coordinates and oversees the Emergency Preparedness activities provided in the City Emergency Plan.
3. Analyzes, evaluates, and compiles information relating to current emergency planning regulations and practices; maintains current knowledge of emergency forecasting and planning.
4. Recommends and promotes efficient use of available resources and facilities for emergency situations and plans and develops procedures for implementation.
5. Evaluates and monitors municipal emergency communication systems; maintains the City's communication system (radios, cellular telephones, etc.) including radio frequencies.
6. Initiates requests, prepares applications, and submits claims for reimbursement for disaster relief assistance.
7. Serves as technical advisor and provides staff support to the Emergency Preparedness Committee.
8. Develops plans and procedures and conducts training sessions and exercises in emergency preparedness.
9. Prepares emergency service budget; monitors expenditures.
10. Coordinates grant funding including preparing application for grants.
11. Establishes and maintains cooperative working relationships with all City personnel, and public community agencies, and organizations involved in emergency preparedness.
12. Compiles data required for staff assignments including Council agenda items, resolutions, reports, and surveys.
13. Attends meetings and training sessions.
14. Provides information to, and consults with, the public, City staff and outside agencies.
15. Maintains the Emergency Operating Center(s) and emergency food supply.
16. Maintains emergency services vehicle fleet.
17. Serves as technical advisor and provides staff support to the Disaster Council.
18. Responds to and coordinates with appropriate agencies any hazard or disaster/emergency situations in the City; notifies City employees of all ongoing emergency updates.
19. Operates personal computer and related software.
20. Maintains a data base of inventory of hazardous materials.
21. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Graduation from a recognized college or university with a baccalaureate degree and three (3) years of full-time paid experience in emergency and disaster preparedness administration. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Principles and practices of emergency, disaster and hazardous materials planning and response.
- Federal, State, County and municipal laws and regulations regarding emergency disaster and hazardous materials planning and response.
- Research, analytical and report preparation methods.
- Municipal government organization.

Skill and Ability to:

- Organize, coordinate and implement complex programs and procedures.
- Develop, analyze and evaluate complex data and prepare written reports, recommendations and procedures.
- Communicate orally and in writing with government and private agencies and the public.
- Establish effective working relationships with city staff and other public agencies.

License and Certificate:

Possession of valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to inside and outside environmental conditions.
- May be required to use city or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work at a video display terminal for prolonged periods.
- May be required to work evenings or weekends.