



SAN RAFAEL

THE CITY WITH A MISSION

Emergency Management Coordinator

Project Manager (Full Time/Fixed-Term/Exempt)

San Rafael Office of Emergency Services

Full-Time/40 Hours Per Week/Fixed-Term Exempt

\$6,309 - \$7,669 Per Month

(Salary dependent upon experience/qualifications)

Plus Excellent Benefits

APPLICATION DEADLINE: Apply by Monday, July 15, 2024, at 5:00 pm for first consideration

THE POSITION:

The City of San Rafael Fire Department and Office of Emergency Services (OES) is seeking to fill the full-time exempt position of Emergency Management Coordinator. This is a three (3) year fixed-term position, with the potential to be extended dependent on available funding and job performance. This is an “at will” position with benefits available. The Coordinator will be required to work occasional nights and/or weekends for planned community engagement events or unplanned emergencies. This position is partially funded through the Marin Wildfire Prevention Authority (MPWA).

Under the supervision of the Deputy Director of Emergency Management, the Emergency Management Coordinator will coordinate and execute activities associated with disaster preparedness, emergency management, and the San Rafael Office of Emergency Services (OES). OES leads the City’s internal and external efforts to improve the ability of staff, residents, and businesses to prepare for, respond to, and recover from emergencies and disasters. The Coordinator will work to improve community disaster preparedness and resiliency through outreach, education, engagement, and empowerment; support Emergency Operation Center (EOC) functions; draft, improve, train, and drill City emergency plans; and augment designated fire-prevention and emergency management staff on strategic projects and programs.

The successful candidate will demonstrate the ability to engage and influence others, an interest in training and educating others, a commitment to equity and inclusion, and public service. The Coordinator is expected to be a strategic problem-solver with the ability to nimbly jump in and between a variety of tasks or duties that help enhance planning, preparedness, prevention, and safety. The Coordinator will need to work independently and as part of small and large teams, coordinate volunteers such as the Community Emergency Response Team (CERT), have strong

event planning and organizational skills, and be truly passionate about emergency management and public safety. Off-hour work, including evenings and weekends, for disaster response, community engagement and trainings, and volunteer events is required.

THE CITY is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 61,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$172 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

Essential Duties and Responsibilities:

- Assist in the development and implantation of public awareness programs and drills regarding disaster preparedness and wildfire safety.
- Participates in community development and engagement events to promote emergency preparedness, wildfire awareness, and response best practices.
- Plan, organize, review, evaluate, and personally perform activities to implement a variety of emergency preparedness and disaster recovery programs and procedures under the NIMS/SEMS/ICS models.
- Support emergency alerting and notifications, including educational endeavors, outreach, signage, and database management; work to increase understanding and voluntary engagement in emergency notification programs such as Alert Marin and Zone Haven.
- Support the development and maintenance of a variety of planning documents, including but not limited to the Hazard Mitigation Plan, Wildfire Action Plan, the Emergency Operations Plan, wildfire playbook, and MWPA annual workplan.
- Address the needs and inquiries of residents in a compassionate, articulate and reasonable manner.
- Represent the department through collaboration with multiple community-based organizations, partner agencies and varied stakeholders involving emergency and non-emergency settings.
- Seek and participate in the development of various community preparedness and emergency grants and supplemental resources opportunities.
- Assist in the development and maintenance of the City's Emergency Operations Center (EOC) and training of EOC staff.
- Support the development, execution, and after-action evaluations of City and community-based drills and exercises, including but not limited to evacuation drills and EOC exercises.
- Participates in the development and implementation of budgets for emergency preparedness activities.

- Serves as a point of contact for Emergency Management personnel to provide critical information, updates, and support during the monitoring, response, and recovery phases of an event.
- Related duties as assigned.

Knowledge of:

- The Whole Community approach to disaster preparedness, including resources and engagement strategies.
- Developing and presenting public information, teaching, and public-speaking.
- State and Federal regulations pertaining to disaster and civil defense planning and preparedness and advises management regarding compliance with such regulations.
- California Standardized Emergency Management System (NIMS); Emergency Operations Center (EOC) structure and operating procedures; emergency operations communications systems.
- Principles, practices, and techniques of wildfire prevention, mitigation, and preparedness.
- Emergency, environmental and fire hazard prevention; principles and practices of emergency management, including hazard identification, mitigation and disaster preparedness; urban interface education/training.
- Office procedures, methods and equipment including Microsoft Office and Google suites, with the specific ability to efficiently use and develop email, calendars, databases, slide decks, and word processing.
- Curriculum development, effective instructional and presentation delivery strategies, and the development of instructional materials.
- Emergency Management finances, including but not limited to CalOES and FEMA recovery process, Hazard Mitigation grants, emergency procurement policies, and resiliency and preparedness grants.
- Social sciences community engagement and marketing best practices, change management, event planning and organizing.

Ability To:

- Communicate clearly and concisely, orally and in writing; prepare clear and concise reports.
- Be self-motivated and motivate others; work on a team and independently to complete assigned duties and responsibilities in a timely manner.
- Multi-task and effectively prioritize a variety of projects and objectives to meet target outcomes and deadlines.
- Logically and creatively utilize a variety of techniques to solve complex emergency management and wildfire adaptation challenges.
- Learn and retain local geography and resources as they relate to emergency management planning and operations.
- Gain the respect, confidence and cooperation of the public, City employees, and partners; maintain effective working relationships
- Interpret and explain emergency management and wildfire safety concepts in an accessible manner to residents and community organizations.
- Perform complex analysis, planning, and reporting
- Apply principles of inclusion, equity, and public safety.
- Work cooperatively with the public, fire, law enforcement, and other emergency response organizations.
- Research, analyze and evaluate new service delivery methods and techniques to better meet objectives and actualize Together San Rafael Principals.

Education and Experience:

- Bachelor's degree (or equivalent experience) from an accredited college or university with a major in Emergency Management, Public Administration, Business Administration, Communications, or related field of study is preferred.
- Two (2) years of experience in emergency management, community preparedness, wildfire prevention, community engagement and organizing, preferably in a government setting, or closely related field.
- Additional related specialized training or certification may be substituted for required work experience.
- Possession of a California Class "C" driver's license, and satisfactory driving record. Maintenance of a California driver's license is a condition of employment.
- Bilingual English/Spanish is strongly desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, feel or hold; reach with hands and arms; and talk, hear, taste, or smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is required to walk off trails, up and down steep grades and inclines in heavily vegetated areas of the natural environment in all types of weather conditions. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employees will be issued personal protective equipment (PPE) and are responsible for using the proper PPE in the appropriate environment. Examples of PPE may include a hardhat, hearing protection while in noisy environments, eye protection, and safety shoes.

APPLICATION AND SELECTION PROCESS:

City of San Rafael application is required. Resumes do not substitute for the City application.

Candidates should detail related education and experience on the application. The examination process may include the following application appraisal and oral board interview examination. The passing point for the oral board examination final score will be 70%. Note: Prior to appointment, candidate may be required to pass a pre-employment physical and background check/fingerprinting. To file an application, go to: www.calopps.org. Select "Member Agencies". Select "San Rafael". Follow this link to apply via CalOpps: <https://www.calopps.org/san-rafael/job-20520942>.

For more information about the City of San Rafael, please visit www.cityofsanrafael.org

Reasonable Accommodation: The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodations must be requested by the applicant.