



THE CITY OF REDWOOD
CITY INVITES
APPLICATIONS FOR:

**EMERGENCY
PREPAREDNESS
OUTREACH
COORDINATOR
#24C**

(CASUAL/HOURLY)
10-20 hours per week

SALARY:

\$50.00 - \$65.00 Hourly

Closing date 08/18/2024 at 11:59pm
(Opened on 07/29/2024)

Application Process

Apply online at
www.CalOpps.org

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

Department interviews tentatively scheduled for
Week of August 26, 2024

ABOUT THE CITY



The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan: "Climate Best by Government Test". We are a community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City

formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

ABOUT THE POSITION

The City of Redwood City is looking for individuals interested in working on a casual basis to plan, develop, implement and monitor a comprehensive emergency preparedness response program for the city. This individual will organize and provide direct training to staff in these areas to conduct community outreach, assistance, education, and perform related duties as required.

This is a non-benefited casual position. A casual employee may not work more than 1000 hours per fiscal year.

IDEAL CANDIDATE

The ideal candidate will possess the ability to coordinate the planning and readiness of protective relief and support services both public and private, for response to a variety of emergency disaster situations. The candidate will have the ability to work with representatives of all city departments and of varied external resources and services to accomplish program goals and objectives. Effectively communicate both orally and in writing. Exercise independent judgement within general policy guidelines. Have prior knowledge and experience with ICS – Incident Command System for each section of Emergency Management; all hazards approach to emergency management as well as knowledge of NIMS – National Incident Management Systems. Additionally, the individual will have the ability to oversee support staff and volunteers on a project or ongoing basis.

Typical duties may include, but are not limited to the following:

- Coordinate multiple activities, meetings, and trainings with community members, city staff, and other members of the public, while meeting deadlines and working independently with minimal supervision.
- Prepare and deliver professional presentations to a variety of audiences.
- Assist in the development of goals, objectives and budget requests for the emergency planning and disaster preparedness function; administer budget expenditures; maintain adequate supplies of materials and equipment.
- Develop and maintain a Community Emergency Response Team (CERT) system within Redwood City and jurisdictions served by the city; provide periodic CERT training to community members.
- Plan, assign, direct and review the work of support staff and/or volunteers on a project or day-to-day basis.
- Maintain records and files; prepare periodic and special reports related to work performed; make presentations to various groups regarding the purpose, procedures and status of the plan.



Selection Process

All applications including supplemental questionnaires will be reviewed for completion, relevant education, experience, training and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates

BENEFITS

- This is a non-benefited casual position.
- Casual employees may not work more than 1000 hours per year.
- Casual employees will receive sick leave in accordance with State Law.

CITY VALUES

Our Core Purpose:

Build a Great Community Together



- Attend monthly San Mateo County CERT meetings
- Provide consultation to community members on fire prevention and emergency planning.
- Standard office practices and procedures, including the operation of office equipment.
- Principles and practices of community emergency and disaster support and assistance resources.
- Principles and practices of supervision, training and evaluation.

MINIMUM QUALIFICATIONS

Must be 18 years of age; any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Experience

A Bachelor's degree from an accredited college or university with major course work in Fire Science, Public Administration, or a closely related field.

Additional work-related experience may substitute for two years of the required education on a year-for-year basis.

Two years full-time public safety or private sector emergency planning and disaster preparedness experience gained working with a municipal or state agency in law enforcement, fire service, emergency services or related field.

Licenses & Certificates

- Possession of a valid California driver's license and a satisfactory driving record is required.
- Valid certificates for ICS 100 and 200 are required
- First aid, CPR and IS.240.C certifications must be obtained within one year of appointment.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some exposure to hazardous situations; ability to travel to different locations; availability to work outside of normal business hours as needed and for emergency callouts.

A City application is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check
3. DOJ Fingerprinting Check
4. Reference Check

The City of Redwood City is proud to be an Equal Opportunity Employer!

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Any provisions contained in this bulletin may be modified or revoked without notice.