



## Town of Danville

### EMERGENCY SERVICES MANAGER

#### **DEFINITION**

Develop and maintain the Town's Emergency Operations Plan, work with the community to enhance emergency plans, and provide training to Town staff. Incumbent must be highly skilled the areas of Disaster Preparedness and Emergency Management. Knowledge of SEMS, NIMS and FEMA regulations is desirable.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Town Manager and Chief of Police. This position does not exercise supervision of others.

#### **ESSENTIAL JOB DUTIES**

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

- Conduct an annual evaluation of the Town's Emergency Operations Plan.
- Serve as liaison to outside agencies and community groups on issued related to emergency preparedness.
- Provide training to all Town staff in the areas of disaster preparedness and recovery.
- Undertake regular inventories of the Town's Emergency Operations Center and Department Operations Center.
- Apply for appropriate local, state and federal grants.
- Coordinate, plan, and complete a minimum of two (2) emergency drills or exercises annually.
- Ensure Town compliance with F.E.M.A. requirements.
- Performs duties within OSHA standards.
- Other duties as assigned

#### **QUALIFICATIONS**

##### Knowledge of:

- Principles and practices of emergency planning and program development; and principles of training and community education.
- SEMS, NIMS, and FEMA requirements for emergency and disaster planning.
- Familiarity with Emergency Operations Center operations.

##### Ability to:

- Strong written and oral presentation skills.
- Ability to respond to the Town's Emergency Operations Center in the event of an activation.
- Work a flexible schedule in order to attend community meetings and functions.

## **EXPERIENCE AND EDUCATION**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### Experience:

A minimum of five (5) years experience in Emergency Services or Emergency Preparedness.

### Education:

Education and/or experience equivalent to four (4) years of college coursework in emergency or disaster preparedness.

## **LICENSE(S) AND CERTIFICATION(S)**

Possession of a valid California State Driver's License, or license in another state with the ability to obtain a California license within 30 days of hire.

Updated: June 2019