

Menlo Park Fire Protection District

EMERGENCY SERVICES SPECIALIST

(Non-safety, part-time, non-exempt, AFSCME, pro-rated benefited position)

Class Description

Definition

Under general direction, the Emergency Services Specialist plans, coordinates, organizes, and monitors emergency planning and disaster preparedness programs for the Menlo Park Fire Protection District; organizes and provides training in emergency preparedness in order to maintain a high level of readiness; provides business and residential citizens with emergency preparedness training and guidance to help reduce the loss of life and property resulting from a disaster; and performs related work as required.

Distinguishing Characteristics

This single-position class is responsible for coordinating the planning and readiness of protective, relief and support services, both public and private, for response to a variety of emergency and disaster situations. The incumbent confers with representatives of all District personnel and of a variety external resources and services to accomplish program goals and objectives.

Typical and Important Duties

1. Plans, organizes, and performs emergency preparedness functions and programs.
2. Works with the District, city officials and Office of Emergency Services regarding disaster operations.
3. Participates in the development of goals, objectives and budget requests for the function; administers budget expenditures for the function; maintains adequate supplies of printed and other materials and equipment.
4. Advises and recommends courses of action which impact the District, community relations, and public information programs.
5. Develops, trains and maintains a Community Emergency Response Team (CERT) system within the District agencies.
6. Ensures conformity of District emergency preparedness programs are integrated with Federal and State requirements.
7. Assists schools, business, and other community groups in designing and implementing disaster plans.
8. Stays current with changes in education, technology, rules, regulations, and laws related to the work.
9. Performs other related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Principles and practices of finance, accounting, bookkeeping, purchasing, and office and records management.
- Public education techniques.

- Applicable federal, state and local laws, rules, and regulations.
- Principles and practices of administrative, organizational and procedural analysis.
- Principles and practices of public relations and public education.
- Principles and practices of local emergency management.
- Basic budgetary principles and practices.
- Basic community emergency and disaster support and assistance resources.

Ability to:

- Develop and implement new disaster programs within the District.
- Work with multiple computer programs to create brochures, training manuals, and marketing materials.
- Coordinate multiple activities, meet deadlines, and work independently with a minimum of supervision.
- Provide training on emergency preparedness activities.
- Prepare clear, accurate and concise reports, procedures, and other written materials.
- Represent the District in meetings with representative of other public and private organizations.
- Work with a diverse group of individuals and adapt the program accordingly.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative relationships with employees, supervisors, and the public.
- Learn and effectively apply local, state, and federal codes, laws, and regulations.
- Take a proactive approach to customer service issues.
- Use and maintain equipment in a safe manner.
- Understand and carry out safety policies, rules, and regulations.
- Recognize and preserve confidentiality regarding sensitive information learned in the course of the job.
- Assist with the development of strategic plans.

Skill in:

- Interpreting and applying applicable federal, state, and/or local laws, rules, and regulations.
- Speaking in public and giving presentations, and working with the community.
- Basic keyboarding.
- Operating a personal computer and appropriate worked-related applications, such as word processing, spreadsheet, calendaring, and e-mail systems, etc.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Two years of progressively responsible administrative experience in a related public safety field, such as office of emergency services, fire, police, emergency medical, or emergency communications.

Training: Equivalent to graduation from high school. Possession of an Associate's degree in a related field is preferred.

Licenses and Certificates

All licenses and certifications must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California Driver's License, which must be maintained as a condition of employment.
- Must be able to pass a Department of Justice background check.
- CPR/First Aid Certification is desirable.

NOTE: Positions may be filled at the Administrative Assistant level or at this level. If hired at the Administrative Assistant level, promotion to this class shall be based on requisite years of service in the prior classification, satisfaction of educational requirements, quality of performance, likelihood of success in the higher classification, and the needs of the District.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to sit for extended periods of time; lift and carry 50 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; work at a computer terminal for extended periods of time; bend, stretch, twist, reach, stoop, balance, squat, climb, crawl, kneel or assume crouched body positions;

Work Environment: Mobility to work in a typical office setting or field environment with exposure to uneven ground or floor surfaces; sudden changes and/or extremes in air temperature, pressure, or humidity; adverse weather conditions; moving objects (machinery, vehicles, etc.); heat, fire or steam, and hand and/or power tools.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; may work protracted and irregular hours.

Approved: January 2008

Revised Date: October 2007

Former Titles: Administrative Specialist

Abolished:

Bargaining Unit: AFSCME

ADA Review:

DOT:

Physical: Class

Status: Non-exempt

EEOC Category:

Job Code:

Resolution #: 1326-2009

Resolution Date: July 21, 2009