

ASSOCIATE PLANNER - EMERGENCY SERVICES

Job Summary:

Under general direction from the Public Safety and Community Services Manager, works with all City disaster/emergency preparedness response programs, including emergency planning and training for City staff and elected officials. The Associate Planner – Emergency Services provides logistical support to the manager for staffing and operations of the Emergency Operations Center. Performs complex professional analysis of development projects that involve hazardous material storage. Assists the manager in developing and implementing new policies related to emergency response programs, implementing the business inspection program, including field work, related to businesses that store hazardous materials.

Essential Duties and Responsibilities:

1. Assists the Public Safety and Community Services Manager in the staffing and training of City employees for the Emergency Operations Center (EOC):
2. Assists the manager in all aspects of emergency and disaster preparedness, including building evacuation plans, emergency operating procedures, and incident response plans;
3. Assists the manager in coordinating with Los Angeles County Fire and Sheriff Departments on hazardous material incidents and matters relating to disasters or hazardous materials.
4. Conducts Citywide disaster exercises in accordance with State and federal requirements, operates and tests Emergency Operations Center (EOC) equipment and systems, develops activation procedures, prepares checklists and tabletop drills; activates sections of the emergency plan at the direction of the manager.
- 5 Works with the manager in developing/implementing community outreach activities/education in emergency preparedness training/mitigation implementation programs. Provides liaison function with the Sheriff Department in the Community Emergency Response Team (CERT) volunteer program.
- 6 Assists the manager as necessary on tasks related to the updating of the City's Emergency Operations Plan and Hazard Mitigation Plan.
7. Provides complex evaluation of Hazardous Materials Business Plans and Risk Management Plans for companies seeking hazardous materials storage regulated by the California Office of Emergency Services.
8. Provides technical expertise in the development of emergency response plans and implementation of related preparedness, public education and training programs.
9. Works with the SEMS/NIMS Emergency response training/incident command system, in coordination with the Emergency Management Information System (EMIS).
10. Assists the manager in coordinating with Mutual Aid agencies/ OES/FEMA during major emergencies.
11. Assists manager in directing and maintaining a community-based comprehensive hazards risk assessment and in developing and maintaining a risk management program in accordance with the results of the hazards risk assessment; in developing, prioritizing and implementing disaster prevention and mitigation plans and programs.
12. Prepares survey of hazardous materials storage companies, prepares City Council, Planning and Environmental Commission reports as necessary.

13. Assists the City Manager's Department in the administration of the Environmental Protection Agency/Environmental Justice Urban Area Initiative Security Grants.
14. Coordinates and conducts staff training in emergency preparedness, response and recovery practices; assesses Citywide training needs and develops training programs.
15. Participates as a member of the City's Emergency Response Team.
16. Liaisons with federal, State and local offices; staffs and serves on committees with other departments, agencies, commissions and emergency management groups; coordinates the activities of the programs with other divisions, departments and agencies concerned with emergency management.
17. Confers with State and federal emergency management representatives in supporting City emergency management activities; assures conformity of City emergency management programs with federal and State requirements.
18. Stocks and maintains supplies for the Emergency Operations Center; schedules regular testing procedures to insure operational efficiency.
19. Works with the Community Development Department to assure that the Safety and Healthy Community Wellness Element and the General Plan EIR adequately addresses existing and future conditions/ addresses the Emergency Operations Strategic Plan and proposes a viable action plan/mitigation monitoring program that protects the health and safety of Carson residents and businesses.
- 20 Performs related duties as assigned.

Qualification Guidelines:

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

Education and/or Experience:

Bachelor's degree in environmental planning, emergency management planning, disaster management planning, public administration, fire science, police science or a related degree or related field and four (4) years of full-time paid experience in emergency and disaster response, review of hazardous material storage, and public education programs. Additional consideration will be afforded to those individuals who have received SEMS /NIMS training certificates and completed Cal OES courses.

Knowledge of:

1. Principles and practices of public administration related to the control and administration of a major city's population in emergency situations, and to the techniques of employing available resources;
2. Principles and practices of disaster preparedness, planning, program development and management;
3. Perceived risk to hazards as a baseline for risk communication and public outreach campaigns;

CITY OF CARSON

Class Specification

City Council Reso. No: 18-163

Bargaining Unit: Prof. Assn.

FLSA: Non-Exempt

4. Particular emergency and natural disaster hazards which may affect the emergency planning needs of a city;
5. The functions of FEMA, the Red Cross and County and State EOC operations as they impact emergency preparedness and emergency response;
6. Internal controls necessary to meet Federal, State and City funding requirements and for the effective and efficient oversight of the expenditure of funds;
7. Techniques to gain community involvement in risk assessment, disaster planning, citizen and community disaster education and other emergency management programs; and
8. Basic supervisory principles and practices.

Skill and Ability to:

1. Administer and manage emergency management projects and programs;
2. Deal tactfully and effectively with a wide variety of government officials, civic groups, private vendors, the public and City staff to enlist their support and cooperation; and use multidisciplinary approaches to achieving goals and objectives;
3. Act sensitively to social and cultural diversity with an awareness of societal vulnerability prior to and during disaster;
4. Recommend comprehensive emergency management policy and programs based upon community needs, available resources and overall City priorities and policies;
5. Coordinate emergency management programs with other departments and agencies for the most effective and sustainable utilization of resources;
6. Prepare clear, concise and accurate written studies, proposals and reports;
7. Represent the City in meetings with the public, media, and government bodies to successfully promote program goals;
8. Organize and coordinate staff and volunteers, and secure necessary resources to accomplish program objectives;
9. Articulate a persuasive and scientifically defensible case for disaster prevention and mitigation programs, plans and policies; and
10. Operate a desktop computer with familiarity and proficiency using standard office business applications.

License and Certificate:

Possession of a valid California Class C driver's license.