

EXHIBIT A



CLASS SPECIFICATION

CLASS TITLE: Emergency Manager

DEFINITION:

Plans, organizes, and coordinates citywide emergency preparedness, community risk reduction, training, response, mitigation and recovery programs and activities; coordinates personnel, communications and resources to promote preparedness for emergencies; coordinates planning activities with local, county, state and federal personnel agencies programs and systems to ensure a timely organized and effective response to emergencies within the City of Napa; implements updates and administers City and departmental emergency plans, programs and systems; coordinates and supports hazard fuel reduction for open spaces and city-owned properties. Follows and enforces all applicable laws, ordinances, codes, regulations, policies and procedures; ensures compliance with organizational direction, systems and processes.

DISTINGUISHING CHARACTERISTICS:

The Emergency Manager classification is a single position classification. The incumbent is responsible for the City's emergency management and community risk reduction programs, including training, preparedness, response, mitigation, and recovery activities. The incumbent is expected to exercise independent judgment and initiative in evaluating policies, recommending improvements, and implementing effective emergency preparedness, response, training and community risk reduction programs.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision and direction from the Fire Chief or designee. May receive direction from City Management staff during emergency operations.

May exercise direct supervision over professional, technical, support and contract staff. May provide indirect guidance to City staff of various levels dependent upon project area.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Develops, coordinates, implements, and administers comprehensive emergency management plans and programs, including preparedness, training, response, mitigation and recovery.
- In collaboration with Fire Administration and City staff, may prepare and administer program budgets, monitor federal and state reimbursement programs, oversee the expenditure of related funds; researches, prepares and monitors grants related to emergency preparedness and community risk reduction.
- Plans, organizes, directs, evaluates, and modifies emergency management plans, functions and programs to ensure readiness of the City's Emergency Operations Center (EOC).
- Develops and maintains the City's Emergency Response and Preparedness Plans, operating procedures, and incident-specific plans.
- Coordinates City fund recovery activities during local, state, or federal disasters.
- Plans, coordinates, and conducts emergency preparedness, disaster response and EOC

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training for City staff, department heads, elected officials, community organizations and community members.

- Plans, coordinates, and critiques disaster exercises to test all elements of the City's emergency plans.
- Maintains a trained team of EOC team members, ensuring compliance with National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) training requirements.
- Provides briefings and presentations to community groups, schools, businesses, and civic organizations on emergency preparedness and hazard mitigation.
- Manages, maintains, and continually improves the operational readiness of the City's EOC.
- Advises the Fire Chief and City leadership during activation of the EOC.
- Coordinates critical infrastructure, telecommunications needs, and EOC software systems with relevant staff.
- Interfaces with local, regional, state, and federal emergency management agencies to align City programs.
- Confers and assists with agreements and relationships with public, nonprofit, volunteer and private sector resource agencies to ensure support before, during, and after emergencies.
- Represents the City in interagency meetings, operational area coordination, and joint planning initiatives.
- Participates in local, county and state disaster councils, working groups, and regional preparedness committees.
- Plans, coordinates and implements community hazard awareness, risk reduction and disaster education programs.
- Provides public fire and life safety education at community events.
- Develops materials, manuals, and multimedia presentations to promote personal and community preparedness.
- Encourages community member involvement in disaster planning, risk reduction, and recovery efforts.
- Prepares written reports, correspondence, and user manuals for emergency procedures.
- Analyzes emergency preparedness and recovery legislation, preparing position papers and recommendations.
- Maintains accurate records of citywide training, exercises, and disaster response documentation for compliance and reimbursement.
- Attends specialized training, conferences, and seminars to remain current on emerging emergency management and community risk reduction trends and best practices.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of emergency management, preparedness, response, recovery, and mitigation.
- Emergency management laws, applicable legal guidelines, and standards governing city, county, state, and federal emergency services.
- Methods and techniques for developing, administering, and evaluating emergency management and community risk reduction programs and training.
- Emergency operating procedures, incident command systems, and EOC management practices.
- Federal and state systems including:
 - California Incident Command System (ICS)
 - Standardized Emergency Management System (SEMS)
 - National Incident Management System (NIMS)
 - State Response Information Management System (RIMS)
 - Federal Emergency Management Agency (FEMA) operations and related systems (e.g., NDMS, MMRS, Red Cross coordination)

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- Telecommunications systems, communications technology, and emergency alerting systems.
- Geographic Information Systems (GIS) and disaster modeling tools.
- Training principles, instructional techniques, and learning methods.
- Media relations, marketing, and public communication practices.
- Techniques to engage the public and community organizations in emergency preparedness and disaster education.
- Research methods, report writing, and policy development techniques.
- Budgeting and financial management related to emergency management and disaster recovery programs, including local, state and federal grants.
- Fire safety and community risk reduction principles.
- Federal and state disaster reimbursement and recovery programs.

Ability to:

- Plan, organize, direct, and evaluate comprehensive emergency management programs, plans and operations.
- Administer and manage emergency management projects and grants.
- Assist in the preparation and monitoring of applicable contracts and budgets.
- Develop and implement emergency policies, plans, and operating procedures.
- Analyze problems, evaluate alternatives, and recommend effective solutions.
- Coordinate and lead disaster training exercises and EOC activations.
- Communicate effectively, both orally and in writing, with diverse audiences including elected officials, staff, other agencies, and community organizations and members.
- Prepare clear, concise, and accurate written correspondence, manuals, and reports.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Instruct and mentor employees and officials in emergency preparedness and EOC responsibilities.
- Maintain social and cultural awareness during disasters.
- Work cooperatively and build effective relationships with public agencies, private partners, and community organizations.
- Exercise sound independent judgment and remain calm under pressure during emergency operations.
- Organize and prioritize multiple projects to meet deadlines.
- Interpret and apply laws, regulations, and policies related to emergency management.
- Supervise, train and evaluate assigned staff and implement goals, objectives, procedures and work standards.
- Communicate effectively, tactfully, and positively in both oral and written form.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives, and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in Emergency Management, Public Administration, Communications, Government, or a related field.

Four (4) years of progressively responsible experience performing emergency management or a related field. Programmatic experience may substitute education on a year-for-year basis.

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Special Requirements:

Possession at time of hire and continued maintenance of a valid California Class C driver's license is required.

Introduction to the Incident Command System (ICS-100) Certificate is required.

ICS for Single Resources and Initial Action Incidents (ICS-200) Certificate is required.

National Incident Management System, An Introduction (IS-700) Certificate or equivalent is required.

National Response Framework, An Introduction (IS-800) Certificate or equivalent is required.

Advanced ICS for Expanding Incidents (ICS-300) Certificate is required by end of the probationary period.

Advanced ICS for Command and General Staff (ICS-400) Certificate is required by end of the probationary period.

Cardiopulmonary Resuscitation (CPR) Certificate is required by end of the probationary period.

Certification in Emergency Management or similar field is desired.

Evening and occasional weekend meetings may be required.

Employment Type: Full-time Classified

Bargaining Unit: AMP

FLSA Status: Exempt

Established: TBD