



# Disaster Services Coordinator

Class Code:  
4945

Bargaining Unit: Management

COUNTY OF SISKIYOU  
Established Date: Sep 19, 2022  
Revision Date: Sep 26, 2022

## SALARY RANGE

\$32.27 - \$40.20 Hourly  
\$2,581.44 - \$3,216.24 Biweekly  
\$5,593.12 - \$6,968.52 Monthly  
\$67,117.44 - \$83,622.24 Annually

## DESCRIPTION:

*The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer*

*We welcome applicants of any race, religion, or ancestry.*

### Definition

Under general direction, performs the most responsible and complex duties in support of the county-wide emergency services program including disaster preparedness and county response, and recovery efforts.

### Distinguishing Characteristics

This is a single position, management class allocated only to the Office of Emergency Services (OES). Working under minimal management and instruction, the incumbent exercises considerable independent judgment and initiative while coordinating the work of professional and other staff performing tasks related to comprehensive emergency preparedness, response, and recovery service throughout the County.

### Reports To

Director of Emergency Services

### Classifications Supervised

Staff Service Analyst I/II

## **EXAMPLES OF DUTIES:**

### **ESSENTIAL FUNCTIONS:**

- Plans, prioritizes, assigns, reviews, and participates in the work of staff responsible for varied and comprehensive countywide emergency services.
- Coordinates and reviews the work for assigned functions, services, and activities; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems; ensured work is performed accurately and that timelines are met; ensures compliance with established policies, procedures, and related regulations.
- Assists with interviewing and selecting assigned personnel; provides and/or coordinates staff training; completes employee evaluations and implements disciplinary actions.
- Coordinates and supports the activation and deployment of emergency operations through the Emergency Operations Center (EOC); ensures that the EOC is organized for maximum effectiveness of staff participating in disaster exercises and events.
- Post response; directs and coordinates Recovery Operations Center (REOC) to meet the affected area's short and long-term recovery needs. Serves as the mass notification administrator on the county-wide emergency notification system; provides instruction on system to member agency staff; provides training for disaster and emergency volunteers.
- Provides advanced level technical and analytical support to the Director of Emergency Services; provides support to the Director of Emergency Services during emergency activations.
- Acts as a liaison with federal, state, and local agencies, private organizations and county departments and agencies concerned with emergency services; ensures that the Memorandum of Understanding (MOU) agreements with other local governmental jurisdictions have been met.
- Leads the coordination efforts with other local governmental jurisdictions within the county to ensure effective, coordinated emergency response; provides technical expertise to county departments in the development and implementation of the county's disaster response plan.
- Assists in identifying opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
- Participates in the development and implementation of goals, objectives, policies, and procedures for assigned area of responsibility; makes recommendations for changes and improvements to existing standards and procedures.
- Participates in the preparation of the annual division budget; submits budget recommendations; assures the county meets eligibility requirements for federal, state, and local reimbursement programs; monitors expenditures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations related to the field of emergency management; makes recommendations for operational and policy improvements; reviews legislation and legislative changes to assure that the county is following federal and state laws and regulations; and
- Performs related duties as assigned.

**Knowledge of:**

- Principles and practices of discipline, leadership, mentoring, and training.
- Team dynamics and team building.
- National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), and Incident Command System (ICS).
- Principles of emergency and disaster response programs, procedures, and planning.
- Principles of hazard response and planning.
- Interrelationships, responsibility, goals, and functions of local, state, and federal government agencies related to emergency management and planning.
- Techniques of preparing, producing, and disseminating information to various target community groups.
- Training techniques, tools, and methods.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications such as Alerts and Warning Systems, Web EOC, and other relevant systems.

**Desired Skills:**

- Plan, coordinate, assign, and review the work of subordinate staff.
- Investigate and resolve disciplinary issues.
- Work independently, prioritize work, coordinate activities, and meet critical deadlines.
- Monitor and interpret budgets and other financial documents.
- Understand, interpret, and apply local, state, and federal rules and regulations governing disaster and emergency preparedness.
- Research, develop, and modify emergency preparedness and response plans.
- Collect, compile, and analyze a variety of data and information.
- Prepare clear, concise, accurate, and comprehensive reports, correspondence, plan elements, and procedures.
- Develop and maintain cooperative, effective working relationships with others.
- Ability to work with the public in crisis situations and resolve concerns, emergency needs and coordinate assistance.
- Communicate effectively and tactfully, both verbally and in writing.
- Work accurately and effectively under pressure.

**TYPICAL QUALIFICATIONS:****TYPICAL PHYSICAL REQUIREMENTS**

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle to visit sites and attend meetings. May operate the Mobile Incident Command Vehicle

when needed for operational area response. Vision to read printed materials and a computer screen for prolonged periods of time. Hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **TYPICAL WORKING CONDITIONS**

May require unusual or prolonged work hours during emergencies or disasters and during training programs. May be required to attend meetings outside of normal working hours.

Must be able to implement appropriate response to any County emergency within 30 minutes of being notified.

### **Special Requirements:**

Positions in this classification require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

-Within the first thirty days of employment, the incumbent must complete the required online ICS certification courses which are required for grant funding.

-Applicants must pass background screening.

**DISCLAIMER:** The duties and responsibilities listed are intended to be generally descriptive of the types of essential functions performed by positions allocated to this classification, but not an exhaustive list of all the duties which may be performed. Therefore, this classification description is not a complete statement of every duty or responsibility but does list the essential functions of the job. The County of Siskiyou reserves the discretion to add or modify typical duties of a position as necessary for effective department operations.