



## Manager of Emergency Management Services

FC: TBD  
PB: **N08 (89,789.74- 139,175.84)**  
FLSA: Exempt

PC: 891  
BU: NRep 91  
Created: March 2012

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction develops and maintains a comprehensive emergency preparedness plan that includes prevention/mitigation, preparedness, response and recovery initiatives for the District's Emergency Management Services Program. The position serves as the liaison representing the District with various federal, state and local entities supporting all aspects of the District's Emergency Preparedness program; provides education, training, and outreach to internal and external stakeholders ensuring that the District is prepared to respond to man-made disasters. Provides highly complex administrative support to the Chief of Police and General Manager; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This single position class develops and implements the Emergency Preparedness Program through various internal Departments external Stakeholders teams and staff from Operations, External Affairs and Transit System Compliance in all security-related policies and programs for the District. The incumbent provides management support for the accomplishment of goals and objectives in advancing the general policy guidelines.

### **REPORTS TO**

This position reports to the Police Chief or his/her designee.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Supports the District with emergency preparedness functions and programs including the study and analysis of vulnerability to disaster and response capabilities; long-term disaster mitigation plans and programs.
2. Maintains the operational readiness of key District facilities and systems for emergency operations, and manages compliance with the National Incident

Management System (NIMS), NIMSCAST, and other rules and regulations.

3. Assists with the selection, identification, purchasing, and ongoing maintenance of Office of Emergency Services equipment and supplies.
4. Leads the participation in the Emergency Services Volunteers program, which encompasses Block Preparedness Coordinator (Neighborhood Watch), Community Emergency Response Team (CERT), and ARES/RACES ham radio volunteers;
5. Provides training of staff and volunteers, including those assigned to the Emergency Operations Center (EOC) and other such key roles. Ensures that regular EOC training, drills and exercises are conducted;
6. Ensures that the EOC, the Mobile EOC (MEOC), and other such key facilities and assets are well maintained and capable of supporting operations during a disaster or major emergency (in cooperation with the External Affairs/Communication's Department, the Police Department Support Services Division (Public Safety Answering Point, 911 Dispatch Communications Center), and other groups);
7. Supports the District with reports to Board, media relations and coordinates with Public Information Officers (PIOs) and other Communication Department staff as necessary.
8. Stays current with emerging and established technologies and products and evaluates both for suitability and effectiveness in addressing the District's emergency preparedness needs.
9. Attends and participates in professional meetings; stays abreast of regulations, trends and innovations in the field of transportation emergency preparedness.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations of a comprehensive emergency preparedness management program, preferably in a transit environment.

Principles and practices of security-related oversight, compliance, and enforcement.

Principles and practices of policy development, implementation and administration.

Safety and emergency operations and procedures.

Current and emerging emergency preparedness technologies and products and best practices for their use on transit systems.

Current security related standards, protocols, and procedures for employees and patrons of a major metropolitan transit system.

Principles and practices of budget preparation and administration.

Related federal, state and local laws and regulations.

**Skill in:**

Developing and managing a comprehensive emergency preparedness management system, preferably in a transit environment.

Developing, implementing, and administering goals, objectives and procedures.

Identifying and responding to sensitive community and organizational issues, concerns and needs.

Researching, analyzing and evaluating new methods and techniques.

Planning and overseeing implementation of security programs.

Preparing and administering complex budgets.

Interpreting and applying applicable Federal, State and local policies, laws and regulations.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS**

**Education:**

A Bachelor's degree in criminal justice, security administration, business or public administration or a closely related field from an accredited college or university. A Master's degree in a related field preferred.

**Experience:**

Six (6) years of (full-time equivalent) verifiable experience developing, implementing and/or monitoring in emergency management programs within a public or private agency, law enforcement, and/or Fire/EMS. The experience must have included three (3) years of administrative and/or supervisory experience.

**Other Requirements:**

Must have completed required Federal Emergency Management Agency (FEMA) courses (IS 100, 200, 700, and 800). Must work to complete ICS 300 and 400 courses within two years of appointment

Must complete POST Terrorism Liaison Officer (TLO) certificate within one year of appointment.

Must possess a valid California Driver's License and have a satisfactory driving record.

Must be physically able to perform field inspections and investigations.

Must be able to work various shifts, weekends, holidays and overtime, and respond to emergency situations and calls.

Must pass comprehensive background investigation and pre-employment polygraph examination.

**Substitution:**

Additional professional experience, as outlined above, may be substituted for the education requirement on a year-for-year basis. A Bachelor's degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicles, electrical energy and inclement weather conditions.

**Physical Conditions:**

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC: xx

Safety Sensitive Designation: xx