



AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

**EMERGENCY SERVICES MANAGER**  
**Application Deadline: February 28, 2018**

**DEPARTMENT:** County Administrator  
**LOCATION:** Countywide  
**SALARY:** Range 78 \$5410 \$5675 \$5963 \$6261 \$6574\*\*  
(Emergency Services Manager is an exempt, at-will, contract position.)  
**TERM:** Contingent upon continued grant funding

**\*\*BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay at least 50% of normal cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

**DEFINITION:** Under general direction of the Director of Emergency Services or their designee, and working closely with the Emergency Services Coordinator, this grant-funded, confidential, contract position plans, coordinates, directs, manages and carries out the day-to-day activities of the County's Office of Emergency Services during times of non-emergency and, during an emergency, supports the County's response and recovery efforts as directed or necessary; serves as the day-to-day liaison for communications between the County Office of Emergency Services and the California Office of Emergency Services as well as County departments and local, state and federal agencies the County relies on to coordinate disaster planning, preparedness, response, and recovery operations; ensures the organization's preparedness to respond to natural and man-made emergency events; plans, tracks, coordinates and administers emergency services training of County employees to ensure each employee attains and maintains at least the minimum level of required training; prepares grant applications with an eye toward competitiveness and off-setting County costs wherever possible; administers grant agreements and manages grant funds in the highest and best interest of the County, and maintains grant-related records in manner to assure passing audits; prepares Requests for Proposals and manages contracts related to emergency services products and consulting services; prepares or administers the preparation of planning documents, reports, and policies related to emergency preparedness planning, preparedness, response and recovery and implements, reviews and makes recommendations regarding the same; serves as liaison between the County Office of Emergency Services and the community, including preparing and disseminating public education materials regarding emergency preparedness, response and recovery, and coordinating volunteers; may be assigned responsibility for supervising staff; performs other duties and special projects as assigned.

**ESSENTIAL JOB DUTIES:** With minimal, general supervision, directs and coordinates all aspects of the day-to-day activities of the County's Office of Emergency Services including planning, training, education, intra-County and inter-agency communications, and developing, implementing and updating plans, reports, and policies to ensure the Inyo Operational Area has, to the extent practicable, planned and is prepared to mitigate

and respond to natural and manmade disasters in a manner that minimizes threats to life and property and facilitates recovery. Supports the County's Emergency Operations Center any way necessary or directed during an emergency event. During and after an emergency, serves as the primary liaison with State and Federal agencies, and coordinates with County departments and local agencies, with respect to compiling information and preparing reports to respond to various information requests; and coordinates meetings and site visits with appropriate staff and representatives of appropriate agencies as necessary. Is the County's initial point of contact during recovery and post-recovery operations.

Prepares reports and completes surveys required or requested by the California Office of Emergency Services, the Federal Emergency Management Agency and other state or federal agencies relative to the Operational Area's planning, preparedness, response and recovery operations. Prepares reports and resolutions for consideration by, and makes presentations to, the Board of Supervisors. Represents the Office of Emergency Services at meetings with governmental agencies, professional, business and community organizations, and the general public regarding emergency services issues.

Develops, implements, reviews and makes recommendations regarding emergency services policies and procedures; provides technical expertise and support for employees and consultants; prepares a variety of periodic and special departmental reports for submittal to the various State and Federal regulatory agencies and prepares departmental correspondence.

Interprets and critically analyzes, and assures compliance with, State and Federal emergency services regulations, processes and grant requirements. Proposes, prepares, administers and assures compliance with grant submittals and awards, including but not limited to hazard mitigation and other preparedness funding.

Under the umbrella and responsibilities of the County Office of Emergency Services, works closely with and coordinates emergency services planning and preparedness activities with internal and external entities undertaking similar missions – including public health emergency preparedness planning carried out by the Health and Human Services Department as well as emergency preparedness and response activities carried out by hospitals and first responders, other public agencies including the City of Bishop and LADWP and neighboring Operational Areas, and private enterprises such as but not limited to Southern California Edison – to assure alignment and integration in the delivery of emergency services within the Operational Area. Works closely with all emergency services entities to develop, maintain and enhance relationships.

Coordinates the delivery of emergency services training for all County staff, ensuring that every County employee attains and maintains at least a minimal level of knowledge relative to their role in the delivery of emergency services and receives advanced training whenever possible and appropriate. Plans and coordinates the execution of emergency exercises among County departments, with Operational Area stakeholders, and regionally.

Participates in and coordinates, as appropriate, community outreach and education for emergency preparedness. Identifies, coordinates and maintains relationships with individuals and groups of volunteers in support of the County's emergency services functions. Coordinates and staffs Inyo County Disaster Council, and successor or similar commissions, boards, and task forces when active. May be assigned responsibility for supervising staff.

Develops and maintains a variety of data bases, resource lists, related tools, and physical and virtual caches of supplies and information to enhance the County's emergency response capabilities.

Prepares and/or administers the preparation of reports, plans, guidance documents, applications, requests for proposals, contracts, budgets, purchases, and proposed policies, ordinances and legislation pertaining to emergency services. Reviews, analyzes, and makes recommendations for improving local, State and Federal policies, processes, ordinances, regulations, and legislation pertaining to emergency services. Carries out other administrative functions and special projects as may be assigned.

Using subject matter expertise and critical thinking, remains cognizant of the need to protect and tirelessly advocate for the County's best interests in fulfilling its responsibilities for the provisions of emergency service.

**CORE COMPETENCIES:** The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

**Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. Key Concepts: Risk-taker; results-oriented; and initiative driver.

**Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. Key Concepts: Respect; trust; responsible; fair; and caring.

**Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. Key Concepts: Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.

**Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. Key Concepts: Public servant; and customer service.

**Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. Key Concepts: Staff development; communication; listening; delegation; recognition; and buy-in.

**Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. Key Concepts: Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.

**Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. Key Concepts: Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

## **EMPLOYMENT STANDARDS**

**Education/Experience:** Any combination of education, skills and experience that demonstrate an ability to excel in the position may be considered. While a Bachelor's degree is desirable, typical demonstrations of such education and experience include considerable emergency management experience and California local government experience, or a combination of training, education and experience that is equivalent. Candidates must demonstrate a strong knowledge of and/or possess certifications/training in the areas of SEMS, ICS, NIMS. Certification or designation in CalOES's Emergency Management Professional Development Certification and Emergency Operations Center Position Credentialing Programs; and/or Community Emergency Response Team (CERT) affiliation; and/or Certified Emergency Manager or Associate Emergency Manager by the International Association of Emergency Managers; and/or FEMA National Emergency Management Basic Academy; and/or similar credential programs is highly desirable.

**Knowledge of:** Principles, practices, and methods of emergency management, including the Incident Command System (ICS), County Emergency Operations Centers (EOCs), Department Operation Centers (DOC), Standard Emergency Management System (SEMS), National Incident Management Systems (NIMS), Emergency Management Mutual Aid (EMMA), Emergency Management Assistant Compact (EMAC), Continuity of Operations Plans (COOPs), Local Hazard Mitigation Plans (LHMP), Homeland Exercise and Evaluation Program (HSEEP).

Principles of California local government organization and operations. Government budgeting and accounting principles and practices. Principles of employee supervision and discipline.

**Ability to:** Communicate clearly, concisely, and persuasively in writing and verbally. Think critically and perform comprehensive analyses. Work independently, and manage multiple priorities. Exercise sound independent judgment within general directions and policy guidelines. Remain calm under pressure. Establish and maintain project and program files and records, including financial, training and time records. Prepare clear and concise reports; analyze complex problems, evaluate alternatives, and make sound recommendations, and do so in a manner that minimizes costs to the County and its citizens. Work cooperatively with those contacted in the course of work. Ability to stand, sit, bend, squat, climb, kneel, twist, and lift and carry up to 50 pounds in the course of work.

Plan, organize, manage, supervise, and coordinate employees and consultants; prepare and manage budgets; develop and administer grant applications and contracts; interpret, analyze and apply pertinent federal, state and local laws, rules and regulations, policies and procedures; develop, implement and interpret goals, objectives, policies and procedure; represent the County effectively in meetings with others. Interpret budgetary and financial statements; use computers effectively for word processing, records management and presentation.

**Special requirements:** Must possess a valid operator's license issued by the California Department of Motor Vehicles. Must successfully complete a pre-employment background investigation.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, computer skills exercise, and oral examination.

**APPLICATION:** Applications **must be received** no later than 5:00 p.m. on **February 28, 2018 (postmarks not accepted)**. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be received.

**THIS RECRUITMENT MAY ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING COUNTYWIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.**

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts in the examination process on a case- basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County hires only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). This position will be based primarily in Independence to maintain proximity to the Office of the County Administrator/Director of Emergency Services and the Sheriff's Office. Positions are assigned to a work site based upon the needs of the County. The Department Head, on a case-by-case basis, may temporarily or permanently reassign positions to another work site as deemed necessary.