

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE:** EMERGENCY SERVICES COORDINATOR  
**DEPARTMENT:** CEO  
**REPORTS TO:** CEO  
**CIVIL SERVICE STATUS:** EXEMPT – AT WILL

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**CLASS CODE:** 0015  
**FLSA STATUS:** E  
**DATE:** 03/06  
**BARGAINING UNIT:** MGT

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**JOB SUMMARY:** Under general administrative direction, serves as Emergency Services Coordinator; oversees the function of an Operational Area Office of Emergency Services. Exempt from Civil Service.

**DISTINGUISHING CHARACTERISTICS:** Under the direction of the CEO is responsible for planning, developing and coordinating the operations of the Emergency Planning Division of Emergency Services. The duties and responsibilities of this class require a high degree of administrative skill to maximize emergency response capabilities and to coordinate activities with other departments and agencies.

**SUPERVISION EXERCISED:** Exercises no supervision. This class may provide training to other staff.

**EXAMPLE OF DUTIES:** (Duties may include, but are not limited to the following)

- Coordinates the preparation of all agencies within the County prior to disasters or major emergencies.
- Serves as a liaison with state and federal emergency response agencies, elected officials at all levels of government.
- Develops, recommends, monitors and administers approved operating budget annually.
- Monitors weather conditions and relays information to all government agencies within the Operational Area.
- Maintains all property and historical records.
- Develops and maintains County and city Plans (Ukiah, Willits, Ft. Bragg and Point Arena).
- Coordinates or provides required training as required pursuant to state or federal statute, rule or regulation.
- Plans, designs, develops, staffs and implements OP area and Emergency Operation Center.
- Provides Emergency Services related education internally and to the public.
- Serves as Secretary to the Disaster Council and County Communications Committee.
- Manages mountain top radio vault, FCC radio vault licenses, microwave project, CAD, and GIS interface.
- Represents County on all allied agency communication meetings and radio frequency related issues.
- Specifies, recommends, and plans all radio frequency activities and purchases.
- Dispatches issues/contracts and maintains radio frequency service and programs.
- Liaison with various Fire Warden tasks.
- Secures matching funds and other assistance available through the Emergency Management Assistance Program and other state and federal programs.
- Maintains and regularly tests established systems that may be used to communicate between the operational area and the State of California.
- Provides copies of plans, annexes, ordinances policies and procedures to cities within the operational area.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:** Computer Vehicle Two-Way Radio General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:** Bachelor's degree from an accredited four-year college or university in Public Administration, Emergency Management, or a related field; **and**, four to six years of similar job experience; **or**, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:** Valid State Driver's License

**Knowledge**

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Principles and practices of geology and weather-trend websites and sources.
- Record keeping, report preparation, filing methods, records management techniques, and basic business math and accounting.
- Methods and techniques of research, statistical analysis and report presentation.
- Computer applications and hardware related to performance of the essential functions of the job.

## **Skills**

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Researching, compiling, preparing and summarizing a variety of informational reports, statistical data, and other materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimal direction.
- Communicating clearly and effectively, both orally and in writing.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.

## **Abilities**

- Speak effectively before public groups and respond to questions.
- Interpret professional periodicals and journals, technical procedures and government regulations, written, oral, diagram, schedule form, abstract and/or concrete variable instructions.
- Define problems, collect data, establish facts and draw valid conclusions.

## **PHYSICAL REQUIREMENTS:**

While performing the essential functions of this job the employee is frequently required to stand, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 25 pounds. The employee is occasionally required to walk, and lift and/or move up to 100 pounds.

## **WORKING CONDITIONS:**

Work is usually performed in a normal office environment with occasional exposure to outdoor temperatures or dirt and dust while operating in field conditions. Working time requires irregular hours, shift times, and/or on-call status, and working conditions are typically moderately quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.