

FIRE DEPARTMENT  
SANTA CLARA COUNTY

**DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT**

DEFINITION

Under direction, assists the Director of Emergency Management in planning, organizing, coordinating and maintaining the programs of the Santa Clara County Office of Emergency Management (OEM), the Santa Clara County Emergency Operations Center (EOC) and the Santa Clara County Fire Department Emergency Management Program. This position is responsible for the day-to-day oversight of OEM. The incumbent exercises independent judgment and discretion, manages and directs employees and assumes full command of OEM in the absence of the Director of Emergency Management.

The Deputy Director of Emergency Management reports to the Director of Emergency Management. This classification is designated as an at-will, Fair Labor Standards Act exempt position in the Unclassified Service.

DISTINGUISHING CHARACTERISTICS

The Deputy Director of Emergency Management is distinguished from program managers in that the program managers provide day-to-day supervision while the Deputy Director of Emergency Management provides general oversight in coordinating the long-term plans of the office.

The Deputy Director of Emergency Management is distinguished from the higher administrative classification of Director of Emergency Management in that while the latter directs all functions and staff of the OEM and EOC, and represents the County at the Operational Area and Regional level, the former manages the program managers and their functions, and acts as second-in-command of the Emergency Management Program.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include but are not limited to the following:

- Act as the Director of Emergency Management in the Director of Emergency Management's absence.
- Assist the Director of Emergency Management in planning, organizing, coordinating, directing and providing oversight and leadership to the County's Emergency Management Program, and carrying out the day-to-day operations of the Santa Clara County Fire Department's Emergency Management Program.
- Manage, supervise and organize program managers and assigned personnel.
- Assign and prioritize emergency management programs and projects.
- Ensure the orientation, training and development of staff.
- Prioritize resources to achieve measurable goals and program objectives.

EXAMPLES OF DUTIES (continued)

- Ensure the County EOC is up-to-date and functional.
- Serve in critical roles in the EOC when activated and as assigned.
- Develop, review and implement emergency plans, protocols and standard operating procedures to meet established goals.
- Assist in preparing and monitoring the Emergency Management Program budget and prepare special reports as required.
- Manage the implementation of emergency management programs by leading, supervising, training, assigning and evaluating the activities of emergency management personnel.
- Develop training and exercise programs.
- Coordinate grant planning.
- Conduct, facilitate and/or attend informational seminars, conferences, presentations, public and professional meetings regarding governmental policies and procedures related to emergency management.
- Represent the County and the Department before local, state and federal regulatory, advisory and governing bodies with respect to emergency preparedness issues, and ensure preparation of required periodic reports in the absence of the Director of Emergency Management.
- Assist in the development and implementation of policies, plans and procedures for monitoring and evaluating OEM responses in times of disaster.
- Conduct and facilitate after action reports (AAR) in compliance with State and Federal Standards.
- Work irregular or protracted hours and on-call duty.
- Perform other related duties as required.

EMPLOYMENT STANDARDS

Education and Experience: Bachelor's degree from an accredited college or university in business or public administration or a related field. Possession of California Specialized Training Institute (CSTI) Emergency Management Specialist certification or equivalent, FEMA Professional Development Series certification and International Association of Emergency Management (IAEM) Certified Emergency Manager certification is desirable.

The qualified candidate should possess a minimum of five (5) years of increasingly responsible experience in planning and organizing disaster preparedness, response and recovery efforts within or in close coordination with an office of emergency services,

public safety organization, or related domain: three (3) years of which must have been performing supervisory duties. Experience serving within or in close coordination with a city or county emergency operations center, managing community-based programs or services and managing state and federal grant programs is desirable.

Knowledge Of:

- Principles and practices of local, State and Federal incident management organization and structure.
- Principles and practices of emergency services administration, program development and evaluation.
- Principles and practices of governmental organization, administrative management, and staff supervision.
- Principles and practices of mutual-aid, resource management, tracking and request.
- Principles and practices of mitigation of and coordinated response to emergencies.
- Principles and practices of training and education.
- Principles and practices of budget and management analysis.
- Local, state and federal laws and ordinances related to local and regional disaster preparedness, response, recovery and regulatory requirements applicable to emergency management.
- Technology, trends and techniques in the areas of emergency and disaster preparedness, response, relief and recovery.
- Community organization and resources.

Ability To:

- Plan, organize, manage and evaluate the staff and functions of an emergency preparedness, recovery and response operation.
- Determine emergency service and disaster preparedness program objectives and priorities to achieve those objectives.
- Analyze and evaluate statistical data and reports related to emergency services, and prepare periodic reports required by county, state and federal agencies.
- Write and/or approve and coordinate budget requests and claims for reimbursement of funds.
- Interpret, apply and explain county policies and state and federal legislation related to emergency services.

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- Effectively manage, train, develop and motivate staff.
- Keep informed of new technology, trends and techniques in the areas of emergency response and disaster relief.
- Coordinate the implementation of policies, plans and procedures for monitoring and reviewing OES responses in a time of disaster.
- Effectively communicate and build relationships with all Operational Area jurisdictions and special districts.
- Communicate effectively both verbally and in writing.
- Establish and maintain effective public relations.
- Be available 24 hours a day, 7 days a week to report for duty when needed, including periods of extended duration, nights and weekends.

Working Conditions/Physical Demands: Assignments may include serving as part of an emergency operations management team which may require work outside of normal business hours, including periods of extended duration, nights and weekends and/or traveling and representing the County and the Department at state and federal emergency management meetings or related events.

Required License: Possession of a valid state of California driver's license.

Pre-Employment Conditions: The candidate must pass a background check, Live Scan fingerprint, and medical examination.