



COMMUNITY RISK AND RESILIENCY SPECIALIST

Department: Fire - Administration

FLSA Status: Exempt

Creation Date: 8/2018

GENERAL PURPOSE

Under the general supervision of the Fire Marshal, the Community Risk and Resiliency Specialist maintains a comprehensive emergency management and disaster mitigation program for the City of Burlingame and Town of Hillsborough (“agencies”); develops, coordinates and implements training and exercises for agency employees; develops response and recovery programs; coordinates the Community Emergency Response Team (CERT) program; develops and maintains community based programs for mitigating community risk; provides expert professional assistance to the agencies’ executive management staff; trains and supervises assigned staff; and performs related duties as required.

ESSENTIAL DUTIES

Under general supervision:

- Develop and maintain plans including but not limited to Emergency Operations Plans and Annexes, Local Hazard Mitigation Plans & Annexes, Continuity of Operations Plans, Continuity of Government Plans, and Communication Plans.
- Develop and maintain the agency NIMS Training and Exercise Plan (TEP).
- Coordinate delivery of the TEP.
- Create Emergency Operation Center (EOC) procedure manuals and checklists.
- Create, coordinate and maintain a comprehensive emergency disaster preparedness plan.
- Ensure that the EOC is properly equipped and ready for use at all times.
- Provide resources and other information as requested by the EOC’s section chiefs.
- Support and provide necessary National Incident Management System (NIMS) training for agency employees.
- Champion and coordinate public education programs and community risk reduction programs.
- Develop Information Bulletins and Public Service Awareness Bulletins as needed.
- Act as the agencies’ liaison to each Neighborhood Network.
- Serve on BNN Community Resiliency Committee and HNN Steering Committee.
- Coordinate community-based emergency preparedness efforts with both agencies.
- Assist with the coordination of emergency preparedness classes offered to the public including CERT, CPR and First Aid.
- Liaise, as necessary, with the San Mateo County Office of Emergency Services.
- Perform public speaking at public and community events as needed.
- Collects and interprets data and prepares reports.
- Respond to the EOC when it is activated.

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge and Abilities:

Knowledge of: theories, principles and practices of emergency program planning, development, techniques and training; Incident Command System for each section of Emergency Management; National Incident Management Systems; functions and operation of a municipal government; function and operation of an Emergency Operations Center; community emergency and disaster support and assistance resources. Development of public education programs utilizing 5-step planning process. Development of community risk reduction programs utilizing methods of evaluation.

Ability to: Effectively manage all aspects of the emergency preparedness program including resources, staff and budget; Identify resources and needs, and develop means to obtain and meet them; Acquire a thorough knowledge of local geography and resources as they related to civil defense and emergency management planning and operations; Develop, coordinate and train others on emergency services plans and procedures; Speak professionally advocating principles of community risk reduction. Prepare clear, accurate and concise reports, procedures and other written materials;

Must be available to work off-hours and for emergency call-outs.

EDUCATION AND EXPERIENCE

Education: Relevant work experience, or equivalent to graduation from a four-year college or university with major coursework in emergency management, public administration, business administration or a related field. Up to two years of qualified experience can be substituted for education on a year-for-year basis.

Experience: Three years of increasingly responsible experience in emergency management, professional level administrative/operations, preferably in a public setting, law enforcement, fire/EMS or related field; three years of increasingly responsible experience working with community-based groups or organizations.

Must have and maintain a valid California driver's license.

Knowledge of required NIMS/ICS coursework as outlined by the Federal Emergency Management Agency (FEMA).