

EMERGENCY PREPAREDNESS PROGRAM SPECIALIST

DEFINITION

Develops, coordinates, and implements training and exercise programs as they relate to emergency management planning and response District-wide.

TYPICAL DUTIES

- Plans, develops, and delivers emergency-related training programs by conducting needs analysis, developing curriculum, selecting appropriate means of presentation and conducting the staff development sessions.
- Reviews and evaluates emergency preparedness program materials and project deliverables.
- Researches, complies and drafts program materials, which may include guidance document, video training scripts and graphics.
- Assists with production and post-production of online training modules.
- Develops and prepares emergency information sheets, brochures, procedures manuals, and checklists.
- Monitors progress of deliverables and overall program progress.
- Participates in emergency exercises and trains District disaster service workers.
- Coordinates and supports the activities of multi-agency disaster drills.
- Prepares correspondence and reports pertaining to the emergency management programs and provides emergency information to representatives of government agencies, community groups, and the public.
- Prepares and implements marketing strategies and publicizes emergency-related training offered through Emergency Services.
- Responds to local disaster and emergencies, performing duties as assigned during an emergency in which Emergency Services is involved, including working in the Emergency Operations Center (EOC) during activations.
- Provides post-disaster recovery assistance and ensure guidelines for recovery claims are met.
- Provides project status reports for compliance.
- May represent Emergency Services in meetings with local, State, and federal agencies.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Emergency Preparedness Program Specialist develops and delivers emergency preparedness training, education, and information programs District-wide.

A High-Rise Building Life/Safety Specialist develops, coordinates and implements the policies, procedures and programs as they relate to emergency management planning, training and emergency drills for the District Headquarters' building.

SUPERVISION

General supervision is received from an administrator in the Office of Emergency Services. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Local, state, and federal laws and regulations regarding emergency services, disaster response, recovery, and mitigation
- Operations, services and activities of a comprehensive emergency management program
- Emergency Operations Center (EOC) operations, procedures, and organization; operational characteristics of radio and other disaster communication methods
- Preparation of educational and training materials
- Effective development and use of manuals and training aids
- Oral and written communication skills
- Effective teaching techniques
- Lesson plan and coursework development
- Methods for assessing training effectiveness
- Multimedia Methods
- Microsoft Office Outlook, Word, PowerPoint, Publisher, and Excel

Ability to:

- Plan and organize emergency-related projects and services
- Analyze project needs and recommend appropriate technologies and instructional models to meet learning requirements
- Serve as an informational resource to faculty, staff and administrators
- Conduct effective training sessions for groups of employees using live and/or web-based formats
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and time lines
- Work independently with little direction
- Speak clearly, concisely and effectively
- Manage multiple concurrent projects
- Operate a computer and assigned office equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in public safety, emergency management or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent has been met.

Experience:

Two years of professional experience developing and delivering training programs in one or more of the following emergency management planning areas: mitigation, response, continuity of operations, recovery or preparedness.

Special:

FEMA Independent Study program course certificates for IS 100, 200, 700, and 800.
A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

Travel to locations throughout the District is required.
May be required to respond to the Emergency Operations Center in off-hours and/or work extended periods of time due to an emergency.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
06-27-19
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