Position: Emergency Management Coordinator/Wildland Fire Coordinator

Department: Office of Emergency Management

Salary Grade: $52,214 – $71,978 Range 17

Job Summary: Under general direction of the Emergency Services Administrator, assists in developing, managing, and administering the operations of the office and assists in coordinating the emergency operation plans and implements emergency action and response procedures for Sierra County. Administers and implements County Floodplain management ordinance. Reviews proposed construction, development projects and placement of manufactured homes and issues appropriate permits. Performs, supervisory and public contact work necessary to direct the development of wildland firefighting activities.

Reports to: Emergency Services Administrator

Essential Duties and Responsibilities:

The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may no be required to perform all duties listed, and may be required to perform additional position-specific tasks.

- Assists in the evaluation, development, maintenance and revision of comprehensive emergency management plans, in areas such as, but not limited to, all hazards mitigation, preparedness, disaster response, debris management, volunteer recruitment, recovery response and homeland security.
- Assist Emergency Services Administrator with development of periodic exercises designed to prepare local emergency agencies for their response to a disaster or mass-casualty event.
- Assists in grant applications/submissions, develops specifications for purchases of equipment and services required for emergency management.
- Attend classes related to EM and ICS training.
- Assists with the activation and operation of the Emergency Operations Center (EOC) during emergencies.
- Assists in the development and dissemination of public education programs, and conducting training classes or facilitated meetings to gather or disseminate data, information or plans.
- Responds to major disasters or emergency situations requiring other emergency resources and assisting in damage assessment and recovery operations in the event of a disaster as directed by appropriate county management and supervisor.
- 24-hour on-call availability on a rotating basis with extended periods of work possible due to emergency or fire related situations.
- Participates as the Sierra County liaison in the planning and implementation of any

wildland, prescribed fires or fire use events, with Federal and State agencies, that will affect Sierra County residents.

- Participates as the Sierra County liaison on Type 1,2,3 Incident Command Teams assigned to wildland fires that affect Sierra County residents
- Participates as the Sierra County liaison in the planning and implementation of Wildland Fire Prevention with all cooperating agencies in Sierra County.
- Coordinates with VFD wildland firefighting training with Federal and State agencies to National Wildfire Coordination Group (NWCG) standards.
- Coordinates VFD annual wildland fire refresher courses with Federal and State Agencies
- Assures, prior to each fire season, that personnel, equipment and dedicated wildland response vehicles are properly maintained and equipped.
- Coordinates all activities related to the Sierra County Community Wildfire Protection Plan (CWPP). To include coordination of project prioritization and implementation with Federal and State agencies.
- Reviews and recommends action on Wildland Fire Agreements.
- Assists fire departments in seeking and applying for federal and state grants to improve wildland firefighting capabilities in Sierra County.
- Performs other related duties as required.

Minimum Qualifications

Working knowledge of general administrative practices related to fire functions, flood plain management; principles, methods, and techniques used in emergency preparedness and disaster relief; public relations methods, data collection practices; grant writing practices and procedures; various federal programs receiving short or long term financial assistance; computer accounting applications and various software programs; operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations.

Education and/or Experience:

Must have:

1. High school diploma or GED
2. Intermediate computer skills
3. Valid NM driver's license
4. 5 (Five) years of experience in performing above or related duties
5. Certified Floodplain Manager Certified (or ability to obtain within 6 (six) months)

Physical Demands:

1. Work is primarily sedentary, with opportunities to stand/walk as needed.
2. Must be able to bend at the waist and twist and rotate occasionally.
3. Must be able to coordinate the use of hands and eyes in operation of equipment, such as telephones, computers, ratios, etc.

Work Environment:

Performs essential duties both indoors and outdoors in varying proportions. Work indoors is under temperature-controlled conditions. Primary work surface indoors is carpeted floors. Outdoor work is subject to extreme hot or cold temperatures as well as wet or dry conditions. Outdoor work is in a variety of terrain. May have to walk long distances, climb hills, and in and around canyons and arroyos. Will have to cross barbed wire and other fences. May be exposed to livestock and a variety of wild animals.

May have to work long hours during emergency situations.

The noise level in the construction work environment is moderate to loud. During site inspections, employee is exposed to exhaust fumes and dust from heavy equipment operations.

Note: This job description has been designed to indicate the general nature and level or work performed by employees within this job. It is not to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of the designated employee.

Employee: _____ Date _____

County Manager: _____ Date_____