

**CITY OF GLENDALE**

<b>TITLE: Operations &amp; Training Officer</b>	<b>CLASS CODE: 677</b>
<b>REPORTS TO: Deputy Homeland Security Director</b>	<b>GRADE: 25</b>
<b>DEPARTMENT: Homeland Security</b>	<b>FLSA: N</b>

**JOB SPECIFICATION DATE: October 18, 2005 cm**

**JOB SUMMARY:**

Provides professional level support to the emergency management program throughout the city.

**ESSENTIAL FUNCTIONS:**

1. Coordinates actual or potential emergency preparedness or response efforts.
2. Serves as the City's liaison on emergency preparedness issues with the United States Federal Emergency Management Agency, the State of Arizona Division of Emergency Management, Maricopa County Department of Emergency Management, and other local municipalities;
3. Coordinates training programs and emergency operations drills and exercises to prepare the City department staff to respond quickly and effectively to emergencies.
4. Develops cost estimates and assists with budget projections.
5. Develops and maintains the City's Emergency Operations Plan.
6. Advises departments on their emergency plans and coordinates interdepartmental activities.
7. Administers the process for submitting federal and state reimbursement claims for City's costs during and after emergency operations.
8. Serves as the City's WMD Coordinator.
9. Represents the City on various internal and external task forces.
10. Directs and supervises the Emergency Preparedness volunteer program.
11. Reviews state and federal proposed legislation and provides recommendations.
12. Develops and implements jurisdictional risk assessments including Hazard Vulnerability Analysis and Nuclear, Biological, and Chemical Assessments.
13. Prepares grant applications and monitors compliance.
14. Develops and maintains a network of volunteer organizations to assist in disasters.

**SECONDARY FUNCTIONS:**

15. Manages special and ongoing programs and projects relating to emergency management.
16. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### **Knowledge of:**

The principles and practices of public administration and government organization.  
Research techniques, methods, and procedures.  
Principles and practices of local emergency management.

### **Ability to:**

Integrate and apply the concepts of comprehensive emergency management (mitigation, preparedness, response and recovery) into the City's disaster programs.  
Identify and analyze the effects of hazards that threaten the City.  
Secure technical and financial assistance available through state and federal programs.  
Develop and maintain working relationships with private, military, local, state and federal officials in order to keep up-to-date on current issues facing the emergency management community.  
Interpret federal and state funding regulations as they impact the City.  
Gather pertinent facts, make thorough analyses, and arrive at sound conclusions.  
Comprehend and make inferences from written material in the English language.  
Work cooperatively with other City employees, representatives from state and local governments, and the public.  
Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.  
Communicate orally in a face-to-face one-on-one setting, in group settings, or using a telephone.  
Remain in a sitting position for long periods of time.  
Observe, compare, or monitor data included in management reports to determine compliance with procedures.  
Work safely without presenting a direct threat to self or others.

## **WORKING CONDITIONS:**

Office setting with occasional field response.

## **MINIMUM REQUIRMENTS:**

Bachelor's degree in public or business administration, emergency management or a related field or four years of responsible experience in public or business administration support. Must possess, or be able to obtain within twelve months from date of hire, certification from the Federal Emergency Management Agency's Professional Development Training program.

Any equivalent combination of training and experience provides the required, knowledge, skills, and abilities are qualifying.