



Class Code: 04-1600
FLSA: Non Exempt
EEO: 04
Bargaining Unit: 04
Revised: 10/2020

EMERGENCY SERVICES SPECIALIST

DEFINITION

Under general direction, assists with the County of Lake Office of Emergency Services (Lake OES) programs and functions; provides analytical, paraprofessional, technical, and administrative support work to Lake OES; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level, specialized Emergency Services Specialist classification. This is a unique classification responsible for providing analytical, paraprofessional, technical, and administrative work for the County of Lake Office of Emergency Services. An incumbent typically performs the more routine work in accordance with established guidelines and procedures, with minimal deviation from established practices without close supervision. As an incumbent gains experience, knowledge, skills, and abilities, they may be assigned non-routine work, which requires exercising more independent judgment and may be required to independently interpret and apply general administrative or operational policies. This position typically does not significantly deviate from established guidelines, policies, and procedures without the explicit approval of an appropriate supervisor or manager. Incumbents in this classification have regular contact with a wide variety of stakeholders and are expected to have the ability to effectively provide and obtain readily available, easily understood, non-controversial information. This classification is distinguished from the Emergency Services Coordinator in that the Emergency Services Specialist focuses primarily on administrative and paraprofessional support for county emergency services related activities. Incumbents in this classification are expected to be available to respond to local disasters and/or emergency situations outside of scheduled work hours, including nights, weekends, and holidays. Incumbents may be required to travel for training or meetings, which may include overnight trips.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Emergency Services Coordinator; Emergency Services Manager; Undersheriff; Sheriff-Coroner; and/or other supervisory staff as assigned. This is not a supervisory classification. May provide direction to other county staff in cases of local disasters and/or emergencies.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Assists with a variety of technical and administrative tasks related to office operations, plan development, disaster response, community outreach, and program development.
- Gathers, compiles, analyzes, and interprets data for research and reporting purposes.
- Schedules meetings and facilities arrangements, training sessions, drills and exercises, seminars, events, workshops and conferences, and facilitates event administration and logistics as required.
- Provides administrative support services, which may include, but is not limited to, correspondence and record keeping, meeting attendance, and preparation of meeting minutes or notes.
- Keeps a proactive membership maintenance, contact information, and customer service for the County of Lake Operational Area Disaster Committee and its associated workgroups, the County of Lake Disaster Council, the County of Lake Operational Area Anti-Terrorism Approval Body, and others as

applicable.

- Researches, prepares, and issues newsletters, reports, statistics, and bulletins; maintains websites and social media as appropriate for Lake OES.
- Inputs and maintains data in automated systems and generates reports as necessary.
- Assists with the budget development and administration for Lake OES operations.
- Assists with grant proposals and administering grant programs.
- Provides administrative support services during local disasters and emergency situations as required, which may include, but is not limited to, working in the emergency operations center during activations as defined in the emergency operations plan.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Website maintenance and social media applications.

Ability to:

- Communicate effectively both orally and in writing, including excellent telephone skills.
- Operate a computer and applicable software, including but not limited to, the software required for word processing, spreadsheets, and presentations.
- Accurately type a minimum of 30 wpm and 10-key.
- Gather, compile, analyze, and interpret data and information to provide support and assistance for programs and projects.
- Perform efficient and effective internet searches to gather project data, determining relevance to the assigned subject.
- Prepare technical reports, records, and other related documents.
- Effectively remain organized and multi-task.
- Deal tactfully and effectively with the general public, governmental officials, professional and technical persons, operational area representatives, the staff of public legislative bodies, and other employees or contractors.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Licensing and Certifications:

Possession of, or ability to obtain, a valid California driver's license.

Proof of successful completion of the following Federal Emergency Management Agency (FEMA), Emergency Management Institute (EMI), and National Incident Management System (NIMS) training courses is required within six (6) months from date of employment: IS 100.b (Incident Command System (ICS 100)), IS 200.b (ICS 200), IS 700.a (NIMS), IS 800.b (National Response Plan), FEMA EMI's Professional , and Development Series: IS 120.a, IS 230.c, IS 235.b, IS 240.a, IS 241.a, IS 242.a, and IS 244.b.

A successful candidate will be required to submit to, and pass, a variety of rigorous background checks prior to appointment.

Education and Experience:

Completion of college coursework or specialized training equivalent to a two (2) year degree in business administration, administrative support, public administration, political science, or a related field, and one (1) year of administrative support, event planning, public administration, or a related field.

Administrative experience in an emergency services related field strongly preferred.

OR

Four (4) years of experience in administrative support, event planning, public administration or a related field. Administrative experience in an emergency services related field strongly preferred.

Experience in grant administration and reporting in an emergency services related field is strongly preferred.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces. Incumbents may have exposure to life threatening situations; exposure to body fluids, infectious agents including blood borne viruses; continuous contact with incarcerated individuals, other staff and the public who may be upset while interpreting and enforcing departmental policies and procedures.

Positions in this class may require local and statewide travel as necessary.

Special Work Hours: Incumbents must be willing to respond to emergency situations during off-hours and work beyond normal working hours, including weekends and holidays.

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.