



Job Code: 552
FLSA: NE
Unit: PCEA
Revised:

DISASTER PREPAREDNESS-COMMUNITY EDUCATION COORDINATOR

DEFINITION

Under general direction, provides a variety of professional administrative assistance to the Disaster Preparedness and Public Education programs of the Livermore-Pleasanton Fire Department. Will be responsible for assistance with disaster preparedness program development and training, will maintain emergency operations centers for both the City of Livermore and the City of Pleasanton in a state of operational readiness, will coordinate and deliver public education programs such as CERT, CPR and First Aid and other related work.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the EMS-Disaster Preparedness Manager. Exercises no supervisory responsibility.

TYPICAL DUTIES

1. Provides analytical assistance to the City of Livermore and City of Pleasanton in their respective disaster preparedness programs.
2. Assists in coordinating emergency management activities with city staff, community representatives and agencies to promote continuity of effort, efficiency of function and standardization.
3. Assists in developing, coordinating and administering emergency management training and education programs and activities for designated city employees.
4. Assists in developing and conducting operational training and exercises for public safety agencies.
5. Coordinates emergency management activities with local community-based organizations and community volunteers.
6. Implements community emergency response team (CERT) training for local businesses, schools and neighborhoods.
7. Implements programs involving emergency management-related technology, equipment, trends and innovations to meet state and federal emergency planning standards and funding criteria.
8. Participates in specialized training, conferences and seminars as available and appropriate.
9. Implements policies, procedures and standards to promote efficient and effective operations of assigned functions.

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10. Reviews and verifies the timely and accurate publication and distribution of policy and procedure manuals, standard operating procedures, training manuals and other related documents.
11. Continually monitors and evaluates the various educational programs related to identified community needs, emergency activities and Livermore-Pleasanton Fire Department goals.
12. Coordinates the activities of Livermore-Pleasanton Fire Department Operations Division personnel and community volunteers in the area of fire-related public education. Maintains accurate records of program activities.
13. Identifies and coordinates safety programs in response to the needs of certain age, special interest or special needs groups.
14. Coordinates the Livermore-Pleasanton Fire Department's public relations program, including station tours, the Fire Safety House, equipment demonstrations, press releases, and public information outreach.
15. Coordinates the department's mobile sign displays and materials at various public venues, street fairs, parades and shopping centers.

Knowledge, Skills and Abilities

Knowledge of:

1. Methods, techniques and trends involved in the development, administration, implementation and evaluation of emergency management training programs.
2. Fire safety, emergency preparedness, and community organizations and agencies.

Skill and ability to:

1. Present educational programs and training materials.
2. Read, interpret and apply rules, policies and procedures.
3. Communicate effectively verbally and in writing.
4. Effectively deliver presentations for groups of varying size, age and background.
5. Establish and maintain effective working relationships with the public, media, schools, community groups and public officials.

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6. Understand and operate a variety of audio-visual and computer equipment and programs to present information in an effective way.
7. Understand and carry out oral and written instructions.

DESIRABLE QUALIFICATIONS

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a Bachelor's degree in Public Administration, Communication, Emergency Management or a related field is preferred, however an Associate of Arts degree with relevant experience may be qualifying.

Experience:

Two years of professional experience in emergency services, conducting training and community outreach. Relevant experience in public outreach or marketing skills may be exchanged for the emergency services requirement.

License:

A valid California Driver's License is required.