Career Opportunity

Deputy Director of Emergency Management

The mission of the Santa Clara County Fire Department is to “... protect the lives, property, and environment within the communities served from fires, disasters, and emergency incidents through education, prevention, and emergency response.”

Santa Clara County Fire Department
14700 Winchester Boulevard • Los Gatos, California • www.sccfd.org
An Equal Opportunity Employer
The Deputy Director of Emergency Management reports to the Director of Emergency Management. This classification is designated as an at-will, Fair Labor Standards Act exempt position in the Unclassified Service.

Typical responsibilities include: Act as the Director of Emergency Management in the Director of Emergency Management’s absence. • Assist the Director of Emergency Management in planning, organizing, coordinating, directing and providing oversight and leadership to the County’s Emergency Management Program, and carrying out the day-to-day operations of the Santa Clara County Fire Department’s Emergency Preparedness and Community Education Program. • Manage, supervise and organize program managers and assigned personnel. • Ensure the orientation, training and development of staff. • Prioritize resources to achieve measurable goals and program objectives. • Ensure the County EOC is up-to-date and functional. • Develop, review and implement emergency plans, protocols and standard operating procedures to meet established goals. • Assist in preparing and monitoring the Emergency Management Program budget and prepare special reports as required. • Manage the implementation of emergency management programs by leading, supervising, training, assigning and evaluating the activities of emergency management personnel. • Coordinate grant planning. • Conduct, facilitate and/or attend informational seminars, conferences, presentations, public and professional meetings regarding governmental policies and procedures related to emergency management. • Represent the County and the Department before local, state and federal regulatory, advisory and governing bodies with respect to emergency preparedness issues, and ensure preparation of required periodic reports in the absence of the Director of Emergency Management. • Assist in the development and implementation of policies, plans and procedures for monitoring and evaluating OES responses in times of disaster. • Work irregular or protracted hours and on-call duty. • Perform other related duties as required.

Working Conditions/Physical Demands: Assignments may include serving as part of an emergency operations management team which may require work outside of normal business hours, including periods of extended duration, nights and weekends and/or traveling and representing the County and the Department at state and federal emergency management meetings or related events.

The Deputy Director of Emergency Management is distinguished from program managers in that the program managers provide day-to-day supervision while the Deputy Director of Emergency Management provides general oversight in coordinating the long-term plans of the office.

The Deputy Director of Emergency Management is distinguished from the higher administrative classification of Director of Emergency Management in that while the latter directs all functions and staff of the OES and EOC, and represents the County at the Operational Area and Regional level, the former manages the program managers and their functions, and acts as second-in-command of the Emergency Management Program.

The Santa Clara County Fire Department was established in 1947 as a special district providing services for the County of Santa Clara and seven of the county cities and towns. The Department provides service to the communities of Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Saratoga, and adjacent unincorporated areas to the county and the cities.

Wrapping around the southern end of Silicon Valley, the Santa Clara County Fire Department has grown to include 15 fire stations, an administrative headquarters, a maintenance facility, five other support facilities, and more than 100 vehicles, serving approximately 103 square miles and a population of over 213,000. The Department employs over 300 personnel. The Department’s suppression workforce is also augmented by volunteer firefighters.

The organization is structured around five service divisions: the Fire Prevention Division, providing inspection services and code enforcement; the Operations Division, coordinating resources for emergency response and fire investigation; the Training Division, organizing and delivering training to over 300 employees, including fire education and emergency preparedness training to the public; the Administrative Services Division, comprised of general management and administrative support units; and the Support Services Division, responsible for managing department supplies, apparatus, and facility maintenance.
The required knowledge, skills and abilities would be acquired through an education equivalent to possession of a bachelor’s degree from an accredited college in business or public administration or a related field. Possession of the California Specialized Training Institute (CSTI) Emergency Management Specialist certificate and International Association of Emergency Management (IAEM) Certified Emergency Manager certification is desirable.

The qualified candidate should possess the equivalent of a bachelor’s degree from an accredited college in business or public administration or a related field. Possession of the California Specialized Training Institute (CSTI) Emergency Management Specialist certificate or equivalent, FEMA Professional Development Series certification and International Association of Emergency Management (IAEM) Certified Emergency Manager certification is desirable. A California driver’s license is required at time of hire.

The qualified candidate should possess a minimum of five (5) years of increasingly responsible experience in planning and organizing disaster preparedness, response and recovery efforts within or in close coordination with an office of emergency services, public safety organization, or related domain: three (3) years of which must have been performing supervisory duties. Experience serving within or in close coordination with a city or county emergency operations center, managing community-based programs or services and managing state and federal grant programs is desirable.

Candidates should possess a thorough knowledge of: Principles and practices of emergency services administration, program development and evaluation. • Principles and practices of governmental organization, administrative management, and staff supervision. • Principles and practices of mitigation of and coordinated response to emergencies. • Principles and practices of training and education. • Principles and practices of budget and management analysis. • Local, state and federal laws and ordinances related to local and regional disaster preparedness, response, recovery and regulatory requirements applicable to emergency management. • Technology, trends and techniques in the areas of emergency and disaster preparedness, response, relief and recovery. • Community organization and resources.

In addition, candidates should have demonstrated ability to: Plan, organize, manage and evaluate the staff and functions of an emergency preparedness, recovery and response operation. • Determine emergency service and disaster preparedness program objectives and priorities to achieve those objectives. • Analyze and evaluate statistical data and reports related to emergency services, and prepare periodic reports required by county, state and federal agencies. • Write and/or approve and coordinate budget requests and claims for reimbursement of funds. • Interpret, apply and explain county policies and state and federal legislation related to emergency services. • Effectively manage, train, develop and motivate staff. • Keep informed of new technology, trends and techniques in the areas of emergency response and disaster relief. • Coordinate the implementation of policies, plans and procedures for monitoring and reviewing OES responses in a time of disaster. • Communicate effectively both verbally and in writing. • Establish and maintain effective public relations. • Be available 24 hours a day, 7 days a week to report for duty when needed, including periods of extended duration, nights and weekends.

**COMPENSATION AND BENEFITS**

**Annual Salary Range:** $113,721.50 to $138,229.20

Santa Clara County Fire Department offers a benefit package that includes:

- Retirement Plan with the California Public Employees’ Retirement System (CalPERS)
  - Classic Employee: 2.7% @ 55 (single highest year) or New CalPERS Employee: 2% @ 62 (highest three-year average)
  - 8% Employee Contribution to the CalPERS
- Fully Paid Health Insurance Premium
- Fully Paid Dental Insurance Premium
- Fully Paid Vision Plan
- Personal Leave, Sick Leave, Vacation
- 13 Paid Holidays Per Year
- Paid Life Insurance of $40,000
- Available Annual Cash Out and Deferred Compensation Program
Santa Clara County, sometimes referred to as Silicon Valley, is unique because of its combination of geographic attractiveness and social diversity. With its numerous natural amenities and one of the highest standards of living in the country, it has long been considered one of the best areas in the United States to live and work. The county’s population of 1.7 million is the largest in northern California, one of the state’s most heterogeneous, rich in ethnic and cultural diversity, and enjoying access to all of the attractions of the San Francisco Bay Area. There are 15 cities within the County’s boundaries: Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga and Sunnyvale.

The elected five-member Board of Supervisors establishes policies to address issues that affect the day-to-day operation of County government and is responsible for an annual operating and capital improvement budget of more than $3.8 billion. It adopts ordinances that affect the unincorporated communities and oversees the budget. The County operates under a “charter” form of government, which gives the County more responsibility and authority. Under this charter, the Board appoints a County Executive to administer County government.

### SUPPLEMENTAL QUESTIONNAIRE

Please answer the following questions and submit your responses with a completed application and résumé. This information is **REQUIRED**, as it will be used to initially determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to the oral examination.

*A complete application packet consists of a Department application, résumé, and supplemental questionnaire.*

The responses to this questionnaire should be no more than 4 pages. For each relevant position held, please provide specific information that clearly describes:

1. Your functional areas of responsibility and detailed information regarding the breadth of your administrative experience managing and directing the functions in a governmental organization,
2. The size and type of each organization including background of local area, state mutual aid; current emergency management qualifications; and experience with various government agencies,
3. Your position within each organization and the title of the position to which you report(ed),
4. The number and level of staff managed, and
5. Other relevant information that would demonstrate your qualifications for this position.

### FILING PERIOD, APPLICATION PROCEDURE AND SELECTION PROCESS

It is anticipated that this recruitment will be open from July 1, 2013 through July 26, 2013.

All qualified applicants will be subject to a preliminary competitive rating to identify those candidates to be invited to the oral interview process. It is critical for applicants to submit a completed and signed application, résumé, and responses to the supplemental questionnaire.

The Department application can be downloaded from [www.sccfd.org](http://www.sccfd.org). Please submit your application packet either via email at Recruitment@sccfd.org or mail to the address listed below. The application must have your signature or a digital signature. If you choose to hand-sign the application, you may scan your document after signing it and attach the documents to an email. If the application packet is submitted via email, the email’s subject line must state “Deputy Director of Emergency Management Recruitment.” All application packets must be received by 5:00 p.m., July 26, 2013. **No faxed application packets will be accepted.**

If you have any questions, please contact Debbie Kelleher, Management Analyst for Personnel Services at (408) 341-4460.

Applications can be mailed to:
Santa Clara County Fire Department, Attention: Personnel Services, 14700 Winchester Boulevard, Los Gatos, CA 95032