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.”
Under general direction, plans, organizes, directs, and manages the staff and functions of the Santa Clara County Office of Emergency Services (OES), the Santa Clara County Emergency Operations Center (EOC) and the Santa Clara County Fire Department Emergency Preparedness and Community Education Program. The Director of Emergency Management is responsible for reviewing and maintaining internal and external emergency preparedness programs and emergency operations plans for the County Government and the Santa Clara County Operational Area, as well as providing highly responsible and complex administrative support to the County Executive, Board of Supervisors and other policy-making bodies of elected and appointed officials, as well as representatives of the non-profit and private sectors.

The Director of Emergency Management reports to the Deputy Chief of Training or his or her designee. This classification is designated as an at-will, Fair Labor Standards Act exempt position in the Unclassified Service.

Typical responsibilities include: Manage day-to-day operations of the OES, the EOC, administration of grant programs, and the Department's Emergency Preparedness and Community Education Program. • Serve as a chief staff officer of the Director of Emergency Services (County Executive) during disaster response and recovery activities. • Respond and report to the Emergency Operations Center and/or to the scene of an emergency and perform emergency coordination and response as needed during disasters or major emergencies. • Plan, organize and coordinate disaster preparedness, response and recovery efforts for the County of Santa Clara and the County of Santa Clara Operational Area. • Develop and implement policies, plans and procedures for monitoring and evaluating OES responses in times of disaster. • Direct state and federal agency resources through the Operational Area to local government agencies. • Coordinate state and federal emergency management agency programs within the Operational Area. • Coordinate and consult with local organizations to develop emergency response and disaster relief plans to meet their jurisdictional goals. • Determine emergency management objectives and priorities consistent with established goals. • Develop strategies, policies, plans and procedures to achieve identified objectives and priorities. • 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. • Establish and maintain working relationships with representatives of state and federal organizations that provide funds and equipment for disaster relief. • Serve as emergency management point of contact for government officials and organizations, non-government and government-based organizations, city, county and private industry partners and other stakeholders. • Conduct, facilitate and attend informational seminars, conferences, presentations and public and professional meetings regarding governmental policies and procedures related to emergency management. • Approve and coordinate budget requests for the Emergency Management Program. • Hire and supervise professional, technical and administrative support personnel, and ensure their training and development. • Direct the development, implementation and maintenance of emergency management strategic, fiscal and capital improvement plans. • Keep informed of new technology, trends and techniques in the areas of emergency response and disaster relief. • Work irregular or protracted hours and on-call duty as needed. • 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 working outside 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 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 a minimum of three (3) years experience managing and coordinating a government system program for disaster preparedness, response and recovery. 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. A California driver’s license is required at time of hire.

Candidates should possess a thorough knowledge of: principles and practices of emergency services administration, program development and evaluation, and all aspects of emergency services administration including appropriate methods, procedures and technical expertise. • Principles and practices of management necessary to plan, organize, direct, manage and evaluate the staff and functions of an emergency preparedness, recovery and response operation. • Principles and practices of mitigation of and coordinated response to emergencies. • Principles and practices of public administration, organization, budget and management analysis. • Principles and practices of supervision, personnel management, employee relations, modern information systems applications and organizational development. • Principles and practices of training and education. • 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. • Emergency response and disaster preparedness systems including, but not limited to: Incident Command System (ICS), State Emergency Management System (SEMS) and the State Response Information Management System (RIMS).

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. • Facilitate the coordination of all levels of personnel and aspects of emergency services administration in an actual emergency or disaster situation. • Determine emergency service and disaster preparedness program objectives and priorities to achieve those objectives. • Develop and implement policies, plans and procedures for monitoring and reviewing OES responses in times of disaster. • 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. • 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. • Communicate effectively both verbally and in writing. Use a variety of communication methods to negotiate and gain acceptance, cooperation and agreement of plans, activities and programs. • 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: $131,484.70 to $159,820.48**

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. 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 “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