



The Town of Los Gatos invites applications for:

Emergency Services Coordinator

Open Until filled
\$40.00 — \$50.00 Hourly
(Temporary/Limited 2 – year Term)

Apply Today!

Join the Town



The Position

The Part-time Emergency Services Coordinator reports directly to the Assistant Town Manager and works closely with other staff in the Town organization. The Emergency Services Coordinator will plan, develop, and implement disaster response and training activities for the Town of Los Gatos and Monte Sereno, including staff training, community education programs, and functions as a liaison between the Town and governmental agencies.

The Emergency Services Coordinator is also responsible for maintaining oversight coordination of the Town's Emergency Operations Center. The coordinator assists in the development of emergency response procedures, facilitates training for EOC staff and volunteers, and achieves compliance with State and Federal emergency response and disaster mitigation programs. Successful performance of the work requires the ability to negotiate solutions to complex problems, understand mutual aid agreements, and operate under California Standardized Emergency Management System (SEMS) and Incident Command System (ICS).

Example of Duties:

- Plan, organize, review, evaluate, and personally perform activities to implement a variety of emergency preparedness and disaster recovery programs and procedures under the SEMS/ICS model.
- Perform work in emergency planning management including data collection, analysis and preparation of State and Federal reports and maintenance of Emergency Operation Center (EOC) documents and records.
- Develop and conduct training on disaster and emergency response to EOC Staff, Town Staff, and community members. Coordinates the development and implementation of a disaster preparedness training program for employees and volunteers, specifically for the purpose of educating these individuals of their responsibilities during emergency and/or disaster operations.
- Manage and maintain the Emergency Operations Center (EOC).
- Respond to emergency incidents, disaster and significant events and participates in the management of those incidents.
- Support training of Town Staff assigned to the Emergency Operations Center (EOC) and other such key roles.
- Plan for, order, and maintain equipment and supplies for the Emergency Operations Center.



Small Town Service, Community Stewardship, Future Focus





The Organization

The Town of Los Gatos is a general law city operating under the Council/Manager form of government. The Town Manager and Town Attorney are appointed by and directly report to the Council. The Town's 149 full and part time employees are organized into the following departments: Parks & Public Works, Community Development, Police, Library, and Administrative Services. The proposed 2019/20 General Fund budget is approximately \$45.2 million.

The Community

Nestled at the base of the majestic Santa Cruz mountains, located about 60 miles south of San Francisco, Los Gatos offers a small town charm with a high level of community pride. With an approximate population of 31,000, Los Gatos is a unique community offering natural beauty that inspires a healthy lifestyle. Los Gatos has a strong economic presence, with an award-winning downtown that offers unique shopping and dining as well as local and regional favorites.

Our Ideal Candidate

The successful candidate will possess the following competencies:

- ◆ Understand basic principles and techniques for developing emergency preparedness and disaster relief programs.
- ◆ Ability to plan, implement, monitor and evaluate a variety of emergency service programs.
- ◆ Strong presentation and writing skills to communicate effectively to both small and large groups.
- ◆ Ability to work collaboratively and maintain effective working relationships with respect, and promote leadership with Town Staff, volunteers, outside agencies, and members of the community.
- ◆ Coordinate a variety of complex tasks simultaneously.



Education and Experience

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. Typical qualifications include:

- Bachelor's degree in public administration, emergency management, public safety, or a related field.
- At least two (2) years experience in emergency management/emergency preparedness planning or related field.

Additional Information

Must be willing to adjust work hours to meet operational demands and respond on a 24-hour basis to assist and advise in emergency situations.

Equal Opportunity Employer (EOE). Reasonable Accommodations: Please call (408) 399-5739 at least five (5) days in advance of the selection process. The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

