



City of Rancho Palos Verdes

SENIOR ADMINISTRATIVE ANALYST EMERGENCY PREPAREDNESS



Job No. 20-002

ANNUAL SALARY RANGE

DOQ + Excellent Benefits Package
\$85,273-\$110,768

FILING PERIOD

Applications will be accepted beginning Monday, July 29, 2019. The filing will close on Monday, August 26, 2019 at 5:30pm.

THE COMMUNITY

The City of Rancho Palos Verdes is located on a coastal peninsula overlooking the Pacific Ocean in Los Angeles, California. It rests atop the Palos Verdes Hills and bluffs of the Palos Verdes Peninsula and maintains a low density and semi-rural environment. The City's diverse and active population enjoys all the benefits of a bedroom community within a beautiful seaside location.

THE DEPARTMENT

The City Administration department includes the City Manager's Office and ensures the policies of the City Council are carried out. In addition to the City Manager providing day-to-day direction to the City Departments, Administration includes the following divisions: public safety, emergency preparedness, human resources, information technology/geographic information systems (GIS), RPVtv studio, and the City Clerk's office. Public safety services are provided by the Los Angeles County Sheriff's Department and the Los Angeles County Fire Department. The department is also responsible for community outreach, intergovernmental matters, and leases and real property acquisition.

THE POSITION

The City of Rancho Palos Verdes is seeking a motivated individual to join our team! This is a unique opportunity to lead and support the Peninsula area agencies through the Emergency Preparedness programs, training and policies.

QUALIFICATION GUIDELINES

Minimum Requirements

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education and Experience:

- Equivalent to graduation from an accredited four-year college or university with major coursework in business, public administration or a related field
- At least two (2) years of increasingly responsible experience performing emergency preparedness activities or related administrative experience.

Licenses and Certifications:

- Possession of, or ability to obtain a valid California Driver's License by time of appointment.
- Completion of the following courses: Incident Command System (ICS) 100, 200, 300 and 400 are required.
- Completion of ICS 700, 800 and EOC Management and Operations G775 are highly desirable or completed within six (6) months of employment.

IDEAL CANDIDATE

In addition to a strong technical and training background, the ideal candidate will have excellent leadership, project management, and decision-making skills. The incumbent will be a self-starter who will constantly be seeking to improve the readiness and resiliency of the Peninsula and its residents, and versatile enough to effectively work on every aspect of the emergency preparedness program. The incumbent will be a team player who's also able to work autonomously on several projects simultaneously and able to foster effective working relations with management, city staff, residents, contractors, adjacent cities, business owners, community leaders, and other public/private agencies.

ESSENTIAL JOB FUNCTION

The following duties represent the principal job duties; but not limited to:

- Lead, oversee, and coordinate assigned emergency services activities including a variety of mitigation, preparedness, response and recovery programs and projects; develops and maintains program objectives for City and contracted City agencies;
- Coordinates and participates in the preparation of progress reports and other material required for assistance from other agencies in emergency management activities;
- Implement community disaster preparedness programs; utilize social media and the City websites for marketing and outreach; coordinate with county, state and federal programs to leverage impact and ensure message consistency;
- Provides emergency management support and resources to City and contracted agencies;
- Works closely with public safety agencies to implement disaster preparedness, response and recovery programs;
- Formulates program policy direction and alternatives; participates in the preparation and administration of the Emergency Services strategic plan and budget;
- Meets with local government officials to coordinate cooperation in emergency operations; applies for State and Federal funding assistance; assists in preparing and administering the annual operating budget for the program;
- Serves as liaison between city, and contracted agencies as needed, the Federal Emergency Management Agency (FEMA), the State Office of Emergency Services (OES), County Office of Emergency Services (OES), Area G Disaster Management Coordinator (DMAC) and the community;
- Assess and coordinate training activities related to disaster preparedness programs for all City and contracted City personnel and elected officials; teach emergency management classes, including ICS (Incident Command System), NIMS (National Incident Management System), SEMS (Standardized Emergency Management System) and EOC (Emergency Operations Center) operations; coordinate classes, create schedules and maintain records;
- Maintain, review and interpret legislation and new developments in emergency management; incorporate new developments as appropriate; attend local, state and federal emergency management meetings and conferences to coordinate programs, represent the City and maintain knowledge and skills;
- Serves as a liaison to employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions;
- Manages and/or participates in the City's Emergency Preparedness Committee and annual work plan projects; updates and maintains the City's Emergency Operations Plan;
- Coordinates and participates in program development and emergency preparedness training for City and contracted agencies;

- Monitor expiration of City and contracted cities' Emergency Operations Plan, Hazard Mitigation Plan, and Continuity of Operations Plans, and provide technical knowledge to assist cities in updating their plans;
- Conducts a variety of analytical and operational studies and surveys regarding departmental and programmatic activities with a focus on City preparedness and joint Peninsula preparedness, including complex financial, budget, personnel, operational, or administrative issues or questions; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations;
- Participates in the development and reporting of alternate funding sources and ensures compliance with Federal, State, City, funding agency, City accounting and reporting requirements, and applicable laws, regulations, and professional accounting practices.
- Prepares and submits City Council agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities;
- Confers with other management staff of City and contracted cities regarding provision of administrative and support services, including contracts, agreements, and grant reporting;
- May participate in the development of public bids and RFP agreements, in establishing new contracts and creating new procedures and guidelines to existing contracts that need improvement or that are up for potential renewal; develops and administers complex contracts including maintenance, goods, or service contracts and agreements; monitors contract expenditures and identifies budget transfers as needed;
- Assists with, coordinates, and organizes community events; represents City and contracted cities, as needed, to explain relevant policies within area of expertise; provides outreach and public education programs to the community as needed;
- Participates on a variety of interdisciplinary committees and commissions and represents the City and/or contract cities to a variety of community and stakeholder groups;
- May participate in selecting, motivating, and evaluating of assigned staff; provides or coordinates staff training; may work with employees on performance issues in coordination with Human Resources;
- May direct the work activities of assigned clerical and technical personnel; prioritizes and coordinates work assignments; reviews work for accuracy; recommends improvements in workflow, procedures, and use of equipment and forms;
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations;
- In case of emergency or disaster must be available to work extended hours and shifts and be available for call-back status;
- Performs other duties as assigned.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; mobility to work in field environment and travel from site to site; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing, walking or sitting for prolonged periods of times in work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds

HOW TO APPLY

A complete City Application Packet must be submitted. The packet must include the following: 1) City employment application; 2) résumé and cover letter; and 3) completed supplemental questionnaire.

Application packets can be submitted by mail or in person at Rancho Palos Verdes City Hall, Attn: Human Resources, 30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275-5391 or via email at humanresources@rpvca.gov.

Applications are accepted Monday through Thursday 7:30 AM-5:00 PM and Friday 7:30 AM-4:00 PM. All application materials are available on our website www.rpvca.gov/Jobs.aspx and by visiting and/or calling our office at (310) 544-5332.

No facsimiles, incomplete packets or postmarks are accepted.

SPECIAL NOTES

Applicants with disabilities who require special testing arrangements must contact Human Resources. If you have a disability for which you require an accommodation, please contact us at (310) 544-5332 no later than five (5) business days before the test date.

Equal Opportunity Employer

The provisions of this announcement do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice.