

# APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

## EMERGENCY SERVICES MANAGER

Revision #

Date: 9/12/2005

Approved By:

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**Reports to:** Fire Chief

**Supervisory Position:** Yes   **PFA:** No   **Safety:** No   **FLSA Exempt:** No

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### **General Position Description**

Manages and provides services to the Fire District in the area of emergency management, including preparedness, response, recovery, and mitigation. Initiates, coordinates, and completes complex reports, policies/procedures, and plans related to these duties. Coordinates activation of the emergency operations center. Performs administrative tasks in support of the Fire Chief, Board of Directors, and other agency executives. Supervises and trains volunteer forces (Disaster Services Workers), and trains staff assigned to the emergency operations center. Performs complex and technical duties which require knowledge of Fire District policies/procedures, as well as county, state, and federal emergency management and homeland security procedures and regulations. Seeks and applies for grant opportunities. Works independently, using sound judgment in making decisions and meeting government mandates. Competently uses a variety of office equipment, computers, and software programs necessary to complete assigned duties.

### **Principle Duties and Responsibilities**

The Emergency Services Manager administers and coordinates the following activities for both the Apple Valley Fire Protection District and the Town of Apple Valley:

- Implements the Standardized Emergency Management System and the national Incident Management System.
- Maintains and updates the Emergency Operations Plan and its annexes, Hazard Mitigation Plan and annex, and applicable standard operating procedures.
- Develops and manages the program budget.
- Coordinates collection of data for recovery of disaster-related costs from state and federal agencies.
- Coordinates, prepares, and implements grant program applications and grant program management.

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- Presents reports and presentations, both verbal and written, to elected boards, community groups, and media.
- Serves as liaison to the operational area, county, state, and federal agencies, as well as local agencies and non-profit organizations.
- Assists local community groups in the development of emergency preparedness planning.
- Coordinates the readiness of the Emergency Operations Center (EOC) and the Mobile Command Unit, including equipment and supplies.
- Acts as the Emergency Operations Center Coordinator during its activation.
- Trains EOC responders, community groups, and other public and private entities in a variety of emergency management areas.
- Designs and conducts emergency management exercises/drills.
- Coordinates the continuing operation and functions of the Disaster Council and Citizen Corps Council.
- Coordinates and trains volunteer forces (Disaster Service Workers), including the Radio Amateur Civil Emergency Services, Community Emergency Response Teams, and Friends of Animals During Disasters.
- Supervises assigned staff, evaluates work performance, and participates in hiring and disciplinary actions pertaining to assigned staff.
- Maintains records of all emergency management operations.
- Maintains knowledge of current trends, legislation, and best practices related to disaster and emergency preparedness.
- Provides other related services as directed.

**Minimum Qualifications**

As established in District Personnel Policy P-5.

**Description of Duties, Abilities and Work Environment**

Reference: Description of Duties, Abilities and Work Environment for Non-Safety Personnel Category I.