



## CITY OF HAWTHORNE

### EMERGENCY PREPAREDNESS COORDINATOR

Classification Specification  
(Non-Classified)

#### **JOB SUMMARY**

Under general supervision, the Emergency Preparedness Coordinator requires a high level of independent judgement; coordinates and maintains the City's emergency preparedness response and recovery programs.

#### **SUPERVISION RECEIVED**

The Emergency Preparedness Coordinator, depending on assignment, works under the supervision of the Director of Human Resources and/or designee.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the classification. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Prepares, develop, and maintains the city's emergency service plan activities including developing, implementing and maintaining the City's emergency preparedness and disaster relief programs; advise City leadership during critical events, crises and disasters.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing emergency preparedness services; implement policies and procedures.
- Develop and conduct emergency management training sessions with other City departments and outside agencies.
- Support all the function of the Emergency Operations Center during disaster situations.
- Monitor program compliance with laws, rules and regulations related to provision of emergency preparedness and related services.
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for disaster relief programs; maintain and file emergency preparedness reports; prepare statistical reports as required.
- Develop relations with outside organizations including local, state and federal fire suppression organizations, the state office of emergency services, police departments, red cross, school districts, and utility companies; maintain close working relationships to ensure rapid and coherent response in emergency situations.
- Prepares and manage assigned budget, consistently monitors expenditures and makes recommendations on fiscal budget.
- Prepare and present staff reports to City Council and various committees; make public presentations as necessary.
- Coordinates and conducts the City's emergency service drills and exercises involving all levels of City government and community resources as necessary.
- Implements required tasks and duties mandated by local, State and Federal regulations and prepares them in a timely manner.

- Coordinates and facilitates the proper and accurate documentation of all necessary records and reports pertaining to the Emergency Preparedness Program.
- Acts as the liaison for the City and coordinates emergency services planning and education between the City and local schools, business community, adjacent jurisdictions, utilities, volunteer organizations and other governmental organizations.
- Attends meetings and seminars to receive new information and developments in emergency preparedness.
- In the case of an emergency or disaster, must be available for call-outs at any time, day or night.
- May perform additional duties as requested or assigned.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

- A Bachelor's degree from an accredited college or university in Public or Business Administration.
- Two (2) years of progressively responsible experience performing disaster preparedness activities including but not limited to program development, coordination and/or administration in public or private agency related to emergency management.

### **Licenses, Certificate and/or Special Requirements**

- A valid California class "C" driver's license, safe driving record, and proof of insurance are required at the time of appointment.
- Completion of FEMA ICS-100, ICS-200, ICS 300, ICS 400, IS 700 Certification and CalOES Emergency Management Credentialing Certification are highly desirable. Completion and possession of valid current Emergency Management Institute (EMI) Basic Academy administered by FEMA highly desirable.
- Candidates not having FEMA ICS and IS 700 Certifications will be required to complete certification within the first year of employment.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

- Knowledge of operations, services and activities of an emergency services and disaster relief program.
- Knowledge of City-wide services and processes.
- Knowledge of principles and practices of supervising and training.
- Knowledge of public safety response and recovery.
- Knowledge of disaster management and recovery.
- Knowledge of principles and practices of emergency service program development and implementation.
- Knowledge of methods and techniques of disseminating information and soliciting public support.
- Knowledge of modern office equipment including computer and applicable software applications, and Microsoft Suite.
- Knowledge of pertinent federal, state, and local laws, codes and safety regulations.
- Ability to develop, manage, and coordinate emergency preparedness and disaster relief programs.

- Ability to represent the City in a favorable light while interacting with the general public, commercial firms and other public agencies.
- Ability to respond quickly to changing situations.
- Ability to communicate orally and in writing; good public speaking skills.
- Ability to use tact, discretion, initiative and independent judgment within established guidelines.
- Ability to prepare clear and concise reports, correspondence and other written documents.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position involves sitting, standing, walking, and running, bending, lifting and twisting. The work is primarily performed in an indoor office environment, but requires working outdoors when conducting emergency drills. In the event of an emergency/disaster, the applicant must be able to work indoors/outdoors under adverse conditions for an extended period of time.

Must submit to random drug testing in accordance with the City's drug and alcohol policy as an employee who falls under the authority of the Department of Transportation (DOT).

FLSA Status: Non-Exempt  
Bargaining Unit: HMEA  
Civil Service Status: Non-Classified

Revised: September 2022; September 2025  
CSC Approved: N/A