



CITY OF TORRANCE
invites applications for the position of:

EMERGENCY SERVICES MANAGER

SALARY:

\$7,563.00 - \$9,076.00 Monthly

OPENING DATE: 10/25/17

CLOSING DATE: 11/15/17 05:30 PM

DESCRIPTION:

The City of Torrance is looking for an energetic, collaborative, and experienced emergency management professional to serve as Emergency Services Manager!

We are seeking to build a team for our newly-reorganized Office of Emergency Services, now housed in the Torrance Fire Department. The incumbent will have the opportunity to assist in developing structure, policies, and networks from the ground-up and will play a key role in developing a model emergency management program for the City. The Emergency Services Manager will also play an integral part in the design and building of the City's first stand-alone Emergency Operations Center.

Under general direction of the Fire Chief, the Emergency Services Manager will coordinate the City's multi-hazard functional plan, maintain the preparedness and hazard mitigation plans, train emergency operations teams, and coordinate the City-wide communication system.

This position will coordinate the planning of the City's emergency services drills and exercises, utilizing the City's Emergency Operations Plan, involving all levels of City government and community services as necessary. In addition, the Emergency Services Manager will assist in the oversight and promotion of CERT volunteers, and participate in the City's Special Multi-Agency Response Team (SMART).

The Emergency Services Manager position comes with a comprehensive benefits package, including medical, dental, vision, life insurance, deferred compensation with a city match, a CalPERS pension and much more!

For a full job description, [click here.](#)

MINIMUM QUALIFICATIONS:

Education and Experience

Any combination of education and experience that provides the knowledge and skills required is qualifying; A typical way to obtain the knowledge and skills would be:

Graduation from a college or university with a Bachelor's degree in public administration or a related field. Three years of experience in the development, coordination and administration of an emergency management program.

License and/or Certificates

Possession of or ability to obtain a valid California Class C driver's license.

Possession of or ability to obtain an Emergency Management Specialist Certificate from State of California Office of Emergency Services (CalOES) within one year of employment.

Ability to obtain Amateur Radio LEVEL 1: Technician Class License issued by the Federal Communications Commission (FCC).

Ideal Candidate

A successful candidate possesses the following attributes:

- Proactive;
- Motivated self-starter;
- Adaptable work style;
- Experienced in volunteer management;
- Knowledgeable in disaster preparedness principles;
- Resourceful in community outreach;
- Effective written and oral communication skills;
- Outstanding interpersonal skills;
- Strong community relations orientation;
- Steadfast integrity;

Experience in the administration of an Emergency Management program comparable to the City of Torrance and possession of certification as a Certified Emergency Manager (CEM) **is highly desirable**.

HOW TO APPLY & EXAM PROCESS:

Interested candidates must submit an online application, resume and supplemental questionnaire at www.TorranceCA.Gov/Jobs. The application filing period opens **October 25, 2017** and closes **November 15, 2017 at 5:30 p.m.**

Only those candidates who best meet the City and Department's needs will be invited to participate in the testing process, which will consist of the following components:

Panel Interview - **100%** (*Tentatively scheduled on December 06, 2017*)

SPECIAL NOTES:

Additional Salary Information

\$7,563 - \$9,076 - \$10,437 per month + Benefits
(Min) (Ref. Point) (Max)

Appointments are typically made between the minimum and reference point depending on qualifications.

Applicants with disabilities who require special testing arrangements **must** contact Human Resources.

As a condition of employment, candidates must pass a background check and a pre-employment medical examination.

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

3231 Torrance Blvd.
Torrance, CA 90503
310-618-2915

jobinfo@TorranceCA.Gov

EMERGENCY SERVICES MANAGER Supplemental Questionnaire

- * 1. Please describe your experience with regard to the development and coordination of a multi-hazard functional plan in accordance with Standard Emergency Management System guidelines.

- * 2. Please describe your experience with coordinating functions related to a disaster council or similar body.

- * 3. Please describe your experience in serving as a liaison among various agencies and jurisdictions and organization for the purpose of emergency services planning and coordination.

- * 4. Please describe your experience working with a Virtual Emergency Operations Center (EOC).

- * 5. Please describe your experience with GIS Technology.

- * Required Question