Countywide Disaster Coordinator

A collaborative effort between Fire Agencies, Cities, Towns and the County
The Community

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of well-informed and involved residents. The Towns of Ross, San Anselmo, Fairfax, and unincorporated Sleepy Hollow are nestled in a narrow valley that runs through the three towns from the southeast to the northwest. The main travel artery that runs through the valley is Sir Francis Drake Boulevard. In the late 1800’s the area was served by a railroad that allowed residents to travel to and from the San Francisco area. The former railroad line is now Center Boulevard and several of the intersections are former railroad stops.

Ross, Fairfax and San Anselmo have small but well-developed commercial areas along and adjacent to Sir Francis Drake Boulevard in the valley floor. Residential neighborhoods extend from the valley floor in all directions. Sleepy Hollow is an unincorporated residential neighborhood that extends north from San Anselmo along Butterfield Road. There are some small areas or islands of county land adjacent to both San Anselmo and Fairfax.

There are no highways through the valley and traffic concerns can affect emergency responses during commute hours. Ross Valley is bordered by the City of San Rafael to the east and northeast and by the Town of Ross to the southeast. The remainder of the land surrounding the valley is undeveloped wildland, watershed, or dedicated open space. These areas are utilized primarily for recreational activities and conservation.
The Ross Valley Fire Department

Ross Valley Fire Department traces its history to the early 1900s, with the formation of small volunteer fire departments in the newly formed towns of Ross, San Anselmo, Fairfax and unincorporated Sleepy Hollow. Built near the wildfire prone slopes of Mount Tamalpais, these communities were acutely aware of the risk of fire - many residents had relocated here following the devastating earthquake and fire in San Francisco in 1906. More than 100 years later, four fire departments, and the traditions they were built upon, have merged to become the Ross Valley Fire Department.

www.rossvalleyfire.org

The Marin County Fire Chiefs Association

The Marin County Fire Chief’s Association was formed to promote informed and progressive leadership and to coordinate all Marin County Fire Service activities that result in control and reduction of impacts from fire, medical emergencies, hazardous materials, or disasters through legislation, prevention, training, standards, information and education.

The goals of the Marin County Fire Chief’s Association is to further the professional advancement of the fire service to ensure and maintain greater protection of life and property from fire, natural and man-made disaster, or the other sudden emergencies.

www.marinfirechiefs.org

Marin Managers Association

The Marin County Managers Association includes City & Town Managers as well as the County Administrator. This group was formed to create an environment of collaboration surrounding the delivery of local government services. The group meets regularly to ensure local services are delivered in a fiscally responsible manner reducing duplication. The group promotes interagency communication and leadership development at all levels of government.

Our Culture

Current department employees stated that they:

- Enjoy working with their co-workers
- Like the work & find it meaningful
- Find that their supervisor’s actions support the department’s mission and values
- Believe their co-workers help each other to accomplish the work
- Have a work unit that provides great customer service

Bring your excellent background and experience to a newly created position in a dynamic and well-respected department. Experience in a public-safety agency is not required.

Our Mission: To protect the lives, property and environment of Ross, San Anselmo, Sleepy Hollow and Fairfax through education, prevention and community service in a professional and caring manner that is fair, honest, respectful and ethical.
About The Position

The Disaster Preparedness Coordinator is a newly created, two-year, fixed-term position. The position, under general direction, will serve as the countywide coordinator of a range of activities associated with disaster preparedness such as: Coordinating disaster preparedness initiatives and community resiliency activities; developing and presenting disaster preparedness public safety educational outreach programs and materials; preparing, implementing, and maintaining disaster preparedness programs that include municipal employees and the community. A primary focus of the new position will be to re-energize the “Get Ready Program” and continue to manage the Countywide Community Emergency Response Team (CERT) Program and perform related work as required.

The creative and dynamic people person will be actively involved in developing and promoting disaster preparedness programs throughout the County. This is a single class position that will work under direction of the Marin County Fire Chiefs Association (MCFCA). The successful candidate will have overall responsibility for developing countywide disaster resiliency and preparedness. The successful candidate will be self-motivated, work independently, learn local geography and retain resources as they relate to disaster preparedness and operations.

The position is based at the Ross Valley Fire Department Headquarters in San Anselmo, CA and will be expected to attend meetings at various locations throughout Marin. This position is FLSA Exempt and is scheduled for 40hrs per week.

Responsibilities will include but are not limited to:

- Coordinate the development, implementation, and maintenance of various community-based emergency preparedness programs (i.e. Get Ready; CERT; Disaster Councils).
- Coordinate the development of emergency prevention and emergency management public education programs and materials among cities, towns and the county.
- Present and assist in presenting community resiliency and disaster preparedness public education and training programs; speak to groups of various ages, educational levels and socio-economic backgrounds.
- Provide consultation services and evaluations regarding disaster preparedness.
- Assist community, volunteer, educational or other public and private groups with emergency prevention and preparedness.
- Seek and participate in the development of various emergency management grants.
- Coordinate with Federal, State, County, Cities, Towns and other local emergency management organizations.
- Work with volunteers, coordinate their activities, provide instructions and motivation; ensure volunteer activities are effective and provide appropriate recognition.
Our Highly Qualified Candidate will have knowledge of

Emergency management and disaster preparedness response and recovery; California Standardized Emergency Management System (SEMS), Incident Command System (ICS) and the National Incident Management System (NIMS); Emergency operations communications systems; State and Federal volunteer regulations and reporting and reimbursement procedures, administration and evaluation; Pertinent federal, state and local laws, codes and regulations; Preparing and presenting public information, teaching and public speaking; and Principals and practices of supervision and training. Candidates with professional backgrounds in areas other than public safety are encouraged to apply as this is not a safety position and experience working for a fire department or other fire agency is not required.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be equivalent to a Bachelor’s degree from an accredited college or university with major course work in emergency management, fire management, public administration, or a related field; and/or technical-level experience in an organization performing emergency management, disaster planning, and/or response, which has provided knowledge of emergency management concepts, terminology and basic procedures. Or an equivalent combination of
Compensation and Benefits

**SALARY:** The Ross Valley Fire Department offers an attractive compensation and benefits program. The salary range for this position is $71,256—$75,000 annually, DOQ. The competitive benefits program includes:

**RETIREMENT (PERS)** 2% at 62 for new employees and reciprocity with County 37 Act plans. The Department does not participate in Social Security except for the mandatory Medicare contribution.

**INSURANCE:** Cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.

**LEAVE ALLOWANCES:** Generous vacation and sick leave benefits, as well as 13 paid holidays per year.

**DEFERRED COMPENSATION:** Tax deferred 457K plan which employees may contribute to enhance their retirement.
About The Process

To receive first consideration for this exceptional opportunity, please access the application online at http://www.rossvalleyfire.org/about/employment

Submit applications by email, or mail delivered no later than 5:00pm PST on Thursday, May 16, 2019. Application materials will be reviewed and evaluated as received and only the most qualified candidates will be invited to continue in the recruitment process. Interviews are tentatively scheduled to be conducted by the first week of June 2019.

If you have any questions regarding this recruitment, please feel free to contact:

JoAnne Lewis
jlewis@rossvalleyfire.org
(415) 258-4686 ext. 10

The Ross Valley Fire Department is an Equal Employment Opportunity Employer. Women, minorities, and persons with disabilities are encouraged to apply.

Contact Information

Ross Valley Fire Department
777 San Anselmo Ave.
San Anselmo, CA 94960

http://www.rossvalleyfire.org/about/employment

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