



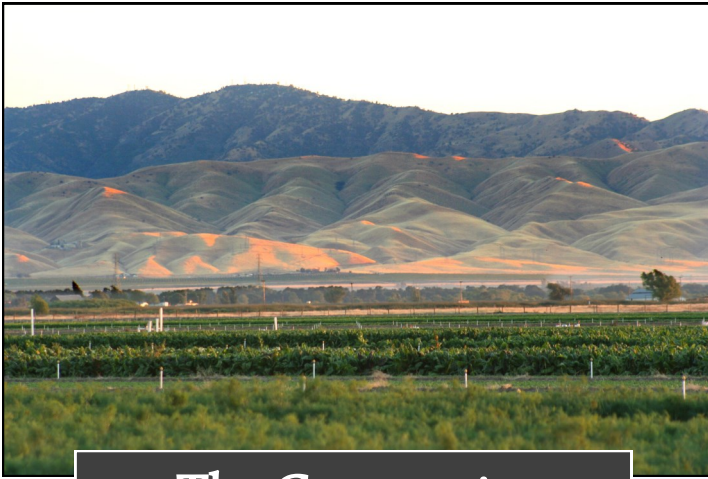
Deputy Fire Warden/ Assistant Director of Emergency Services

Apply by: October 7, 2016

Oral Examinations are tentatively scheduled for October 17, 2016



Stanislaus County
CALIFORNIA



The Community

Located in the heart of California's Central Valley, Stanislaus County is blessed with mild weather year round and some of the world's richest soil. With a population of nearly 525,000, Stanislaus County is proud of its vibrant citizenry, great traditions, educational opportunities, and multicultural lifestyles. The area offers a mixture of urban, suburban, and rural environments and lifestyles. The economy is based primarily on agricultural production and related services, food processing and retail. California State University Stanislaus and Modesto Junior College are high educational institutions located in the County.

The area offers a variety of cultural events including the Gallo Center of Performing Arts and a Minor League baseball team. We are centrally located, with the San Francisco Bay Area, Silicon Valley, Sacramento and California's Central Coast only a 90 minute drive from Modesto. To the East are the foothills of the Mother Lode country which lead to the majestic Sierra Nevada mountain range, Yosemite National Park and Lake Tahoe.

The Department

The Office of Emergency Services/Office of the Fire Warden is responsible for developing and maintaining general and specific preparedness and response programs within the County. Preparedness and response is broad in scope, and represents an "all-hazard" perspective and, as needed, focuses on specific threat and risk areas. The office supports and coordinates all public fire services agencies in the County, with an emphasis on special fire districts. Some of the responsibilities include:

- Fire prevention and plan review;
- Training;
- Serves as the County's Fire and Rescue Operational Area Coordinator;
- Serves as a liaison between local fire agencies and County departments;
- Provides coordination for local fire representatives to establish and implement operational level standards; and
- Manages and directs the multi-jurisdictional "OES On-Call Duty Officer" program.





The Position

Under the general direction of the Fire Warden/Assistant Director of Emergency Services, the incumbent is responsible for planning, developing, coordinating and implementing response plans and emergency services programs and events. The incumbent is also responsible for supervising, training and evaluating assigned staff and to perform other related duties as required. Candidates must be able to demonstrate management and budget administration experience.

This is a management level classification that reports to and functions as the deputy to the Fire Warden/Assistant Director of Emergency Services. This position works in a highly collaborative nature with other local government entities to ensure that emergency services are provided and coordinated throughout Stanislaus County and the region.

Compensation Package

\$73,694—\$110,552 Annually

Stanislaus County also offers an excellent benefits package that includes:

- Excellent retirement benefit for sworn safety members;
- Health coverage for employee and family (medical, dental, vision, life insurance);
- County paid Deferred Compensation at 1.5% of base salary;
- Two weeks vacation 1st year, three weeks 3rd year, four weeks 11th year and five weeks 21st year, plus an additional 32 hours of vacation floats per year;
- 48 hours of management leave per year;
- 96 hours of sick leave per year;
- 10 paid holidays per year; and
- Disability protection.

Typical Duties

The current recruitment provides for the appointment of a fire and emergency management professional. An example of typical duties to be assigned is listed below:

- Assist in the planning and implementation of countywide emergency preparedness and response programs, ensures coordination of local resources in times of disaster;
- Plan, schedule and conduct regular emergency exercises with federal, state and local emergency organizations;
- Provide coordination and assistance to the County executive team, the emergency managers of the nine cities, County staff, and numerous governmental and non-governmental agencies;
- Provide staff support during activation of the Emergency Operations Center (EOC) and may serve as EOC Manager and/or incident commander on an all-hazard Incident Management Team;
- Coordinate emergency plan development for operational area agencies;
- Develop, coordinate and present information on all-hazard programs concerning floods, fire, law, earthquake, Ag, public health and other related emergency preparedness topics;
- Provide fire agencies in the county with various administrative services including coordinated investigation, inspection, prevention, training, communication;
- Serve as an alternate Fire & Rescue Operational Area Coordinator, understanding statewide coordination, deployment and reimbursement;
- Maintain fire resource assets and inventories;
- Coordinate operational area mutual aid plans;
- Coordinate and operate with federal, state, regional and local dispatch/command centers;
- Perform 24-hour duty officer rotation for emergency services responsibilities;
- Maintain and operate systems including WebEOC, OASIS, IPAWS, Everbridge, CDEC, ROSS, IQS, RMS and CICCS;
- Assist with the management and coordination of grant programs and related training;
- Coordinate volunteer programs and provides liaison between OES and community/faith based organizations;
- Liaison with Stanislaus Regional 911 and other emergency services partner agencies;
- Ensure human resource development to include selection, development and evaluation of staff;
- Assist with the development and monitoring of the budget;
- Evaluate customer needs and existing processes to improve services;
- Provide strong leadership in information technology, communication systems and practices throughout the operational area;
- Conduct training in emergency related fields including Standardized Emergency Management System (SEMS) and Incident Command System (ICS);
- Provide administrative assistance and oversight to OES staff in the day to day functions; and
- Ensure integration and support of all fire agencies' fire and mutual aid efforts.

Skills/Ability

- Function effectively in a leadership role;
- Provide emergency services administration including appropriate methods, procedures and technical expertise;
- Manage and work in a system involving multiple agencies, jurisdictions, and disciplines to effectively meet the needs of all customers;
- Lead, manage and direct diverse working groups, projects and staff;
- Maintain and oversee technology systems, trends, and techniques related to public safety and emergency management;
- Effectively monitor the budget in supervising and controlling expenditure of funds and receipt of revenue;
- Write and develop comprehensive reports and plans on matters regarding emergency services and preparedness, and mutual aid;
- Deliver oral presentations and training on related topics to governmental representatives, partner organizations and community members;
- Perform as a strong project lead;
- Perform within state and federal laws and ordinances related to local and regional disaster preparedness, response and recovery;
- Work well under pressure and with deadlines;
- Possess and maintain a valid California Driver's License and remain free from repeated preventable accidents.

Knowledge

- Local, regional, state and federal relationships and programs specific to emergency management;
- Modern fire prevention, investigation, safety, rescue, and mutual aid plans;
- Fire service organization, administration, plans, operations and practices;
- Special district governance;
- Principles of strategic planning and a general understanding of process management techniques to improve existing programs and set direction;
- Principles of customer survey techniques to identify customer needs and measure business results;
- Effective methods and procedures to measure business results and trends;
- Major components of the EMS system including public education, communications, response and transportation, data collection, EMS disaster planning, and emergency department/specialty center facilities
- Incident Command System (ICS), the Standardized Emergency Management System (SEMS); National Incident Management System (NIMS), California Fire and Rescue Mutual Aid System, Federal Emergency Management System (FEMA), California Emergency Services Act, California Disaster Assistance Act, California Disaster and Civil Defense Master Mutual Aid Agreement; and
- California Building and Fire Code adoption process, implementation, management and administration.

Education/Experience

- Graduation from an accredited four-year college or university with a degree in public or business administration, or a closely related field; **OR**
- College level coursework in related emergency services fields, and certification as a State of California Fire Officer or Emergency Manager. Qualifying experience, as determined by Stanislaus County, may be substituted for the required education on a year-for-year basis; **AND**
- Three (3) years of management, supervisory and leadership experience in a public fire service agency or emergency management field, which included an administrative role that involved finance/budgeting, administrative support, and organizational development.

Proof of education is required at the time of application. Failure to submit proof or make other arrangements before the final filing date will result in disqualification.

Physical Requirements

- Work long hours as needed as the On-Call Duty officer; **AND**
- Ability to physically perform essential job functions typical of the Deputy Fire Warden; **AND**
- Mental and cognitive abilities required by the department; **AND**
- Hear normal speech and other audible events, with or without environmental noise; **AND**
- Sit or stand for long periods of time; walk, run, jump, kneel, crouch, crawl, twist, stoop, squat, and climb; lift/carry up to 75 pounds; work indoors and outdoors, including extreme heat and cold; tolerate extreme noise and vibrations; work in a confined working space; work with chemicals, explosive materials, and mechanical and electrical hazard.

Desirable Qualifications

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties or Additional Information " section of the online application.

- Emergency Management Institute (EMI), California State Fire Training, California Specialized Training Institute (CSTI), or California Special District Governance Certification; **OR**
- All-Hazard Incident/EOC Management Team Position or California Incident Command Certification System (CICCS) Qualifications; **OR**
- Experience in Emergency Management, Fire Prevention and Education, Fire Investigation, Law Enforcement, or EMS (EMT, Paramedic).



CONVICTION/CRIMINAL HISTORY INFORMATION QUESTIONNAIRE

Once it is determined that you meet the minimum qualifications for this position, you will receive an email informing you to complete a conviction questionnaire (you may be asked to complete this process for each application submitted). You will have 5 (five) working days from the date on the email to follow the detailed instructions and complete the questionnaire. A completed conviction questionnaire is required to continue in the recruitment process.

CLASSIFICATION INFORMATION

Unless otherwise provided, the position is part of the Unclassified Service of the County and considered "at will" for labor relations purposes.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s).

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Office within (7) days after the examination results are mailed.

APPLICATION PROCEDURES/ FINAL FILING DATE

To begin the application process, go to www.stanjobs.org. Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application and attached supplemental questionnaire as complete as possible so a full and realistic appraisal may be made of your qualifications. Resumes will not be accepted in lieu of a completed application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment drug screening and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Personnel Policies manual. and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Chief Executive Office / Personnel.