



## DISASTER PREPAREDNESS OFFICER

Disaster Preparedness & Emergency Communications

City of Long Beach, CA

\$105,000.00 - \$150,000.00 Annually

Plus Excellent Benefits

**THE POSITION:** The City of Long Beach is seeking an exceptional candidate to serve as its next Disaster Preparedness Officer. The Disaster Preparedness Officer is an at-will management position reporting directly to the Director of Disaster Preparedness and Emergency Communications. This position is responsible for the efficient and effective management of emergency operations within the City of Long Beach. The position directly supervises a Disaster Preparedness Analyst and Disaster Preparedness Intern. The Disaster Preparedness Officer generally works during normal business hours, but may be required to work nights, weekends, and extended hours, or be on call when necessary. Specific duties include: Work to mitigate, plan for, respond to and recover from disasters or emergencies; Maintain citywide emergency plans, including the Emergency Operations Plan and Hazard Mitigation Plan; Ensure the readiness of the City's Emergency Operations Center; Coordinate emergency response and recovery efforts across City departments and outside agencies; Provide oversight of Homeland Security Grant funded trainings, projects and equipment procurement; Educate and train City employees, community partner organizations and the public on emergency preparedness; Serve as Disaster Management Area Coordinator (DMAC) for the Los Angeles County Area F group; Develop tools and identify resources to support the overall preparedness of the residents of the City of Long Beach.

**THE IDEAL CANDIDATE:** The ideal candidate will demonstrate excellent proficiencies in organization and multitasking, written and verbal communication, project oversight, and attention to detail. As an experienced leader, the preferred candidate will be a strong manager who leads by example. The candidate should be knowledgeable of the roles and purpose of federal, state and local agencies involved in emergency management planning and response and possess experience modifying and maintaining plans for multi-hazard and disaster response. The candidate should be capable of coordinating functions within an Emergency Operations Center and has experience utilizing systems related to emergency planning and communications, crisis management tools, mass notification systems, emergency alert systems and auxiliary communications services. The candidate should have prepared and presented emergency preparedness and response trainings and presentations to a wide variety of audiences, including public safety personnel, disaster service workers, volunteers, community members and local officials.

**REQUIREMENTS TO FILE:** The Department of Disaster Preparedness and Emergency Communications invites candidates to apply who meet the following minimum requirements: A bachelor's degree from an accredited four-year college or university in a field closely related to Emergency Management; Three (3) years of full-time paid experience in emergency management; One (1) year of which served as experience in a supervisory or lead capacity; and, Valid Driver's License. The professional attributes that best describe the new Disaster Preparedness Officer: Highly organized, multi-tasker; Participative and inclusive management style; Self-motivated; Effective writer; Results-oriented; Direct communicator with superior interpersonal skills; Ethical with a high level of integrity; Embrace ideas and contributions from others; Dedicated to quality service; Creative, strategic thinker; Strong project management / technical skills; Exercises good judgment.

**DESIRABLE QUALIFICATIONS:** One (1) year of experience in emergency operations programs for a government agency or large company developing and implementing an emergency plan for large-scale disasters is preferred. Completion of the Federal Incident Command System (ICS) emergency management coursework is preferred.

This recruitment will close at 11:59 p.m. on Saturday, May 4, 2024. To be considered for this opportunity, applicants must submit an online application, including a resume and cover letter that reflect the scope and level of their current/most recent positions and responsibilities, and proof of education (degree or transcript). Candidates must also complete the online supplemental questionnaire. Online applications can be filed at [www.longbeach.gov/jobs](http://www.longbeach.gov/jobs).