



CITY OF HAWTHORNE
Human Resources
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950
www.cityofhawthorne.org
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

EMERGENCY PREPAREDNESS COORDINATOR

(PART-TIME/NON-CLASSIFIED)
AN OPEN COMPETITIVE RECRUITMENT

DEPARTMENT: City Manager
SALARY: \$33.62/hour
FILING DATE: Open: Wednesday, December 13, 2023
Closes: Open Until Filled. (May close at any time without advanced notice.)

This recruitment may be extended if a sufficient number of qualified applicants for selection testing is not received. Interested applicants are encouraged to apply as soon as possible.

EMPLOYMENT APPLICATION:

https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment

THE POSITION

The Emergency Preparedness Manager reports directly to the City Manager and requires a high level of independent judgement; coordinates and maintains the City's emergency preparedness response and recovery programs.

ESSENTIAL FUNCTIONS

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

- Lead, oversee and coordinate emergency service 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.
- Manage and 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.

- Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.
- 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, the applicant 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.

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.
- FEMA Certification and Certification as an Emergency Manager, highly desirable.

RECRUITMENT PROCESS

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a City employment application**. Incomplete applications will be rejected from consideration.

The City's employment application is located at www.cityofhawthorne.org. Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

Note: Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level

and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification.

TESTING & SELECTION PROCESS

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplemental questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349- 2950 at least seventy-two (72) hours in advance of the established testing date.

Applicants completing selection testing with acceptable results will qualify to have their name placed on an Eligibility List. The Eligibility List will be considered by the hiring authority to fill current and future vacancies for the position.

VETERANS' PREFERENCE CREDIT

The City of Hawthorne provides Veterans' Preference Credit to qualified candidates who are successful in the examination process. To be eligible for this preference, a legible copy of DD214 upon application filing with the Hawthorne Human Resources Department is required.

COMPENSATION AND BENEFITS

City employee may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, educational reimbursement and other benefits listed in the Hawthorne Municipal Employee Association (HMEA) Part-Time Memorandum of Understanding. Benefits may change due to employer-employee negotiations.

For additional details, refer to the City's website: www.cityofhawthorne.org under MOUs & Salary Schedules.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

ABOUT THE CITY

Proudly Serving the Community for over 80 Years!

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.



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