



The Department of Personnel Services, Employment Services Division announces the exam for:

Emergency Operations Coordinator

Exam # 27942-A

Approximate Monthly Salary: \$9,561.30 - \$10,542.66

DESCRIPTION

There is an additional 3.35% Management Differential which is added to the posted salary for this class.

Under direction of the Chief of Emergency Services, manages the day-to-day operations and assists in organizing and administering the Emergency Operations program; plans, coordinates, develops and implements plans and operating procedures for local emergency services activities; coordinates activities of all emergency services organizations during actual emergencies; performs a variety of activities in the areas of mitigation, preparedness, emergency response and disaster recovery; and manages the Emergency Operations Office.

MINIMUM QUALIFICATIONS

Five years of full-time paid increasingly responsible administrative, technical or operational experience in a governmental emergency services or disaster response agency, emergency services provider, or closely related public health or emergency services program planning and executing emergency preparedness activities. The required experience includes developing plans, educational programs and training exercises and coordinating such activities with local, state and/or federal agencies and organizations.

Two of the five years must have been in a management position involving responsibility for the organization and/or management of a major program, function, or activity, including training personnel.

First cutoff Date: 5:00 PM on May 7, 2021

Final cutoff Date: 5:00 PM on June 4, 2021

Please see job announcement for important testing information. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.sacountyjobs.net.

IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."