

CITY OF LAWNSDALE

Presenting an exciting Part-Time Employment Opportunity

EMERGENCY PREPAREDNESS COORDINATOR

OPEN: JUNE 18, 2024
CLOSES: PLEASE APPLY IMMEDIATELY

ABOUT THE POSITION: Under general direction, this position coordinates, organizes, and maintains the City's emergency management programs including disaster preparedness, response, and recovery.

EXAMPLE OF DUTIES: Essential duties include, but are not limited to: prepare, develop and update city emergency and disaster plans; coordinate emergency preparedness activities provided in the city emergency plan, and in accordance with the Standardized Emergency Management System (SEMS); study, evaluate, and compile information relating to current emergency planning regulations and practices; recommend use of available resources and facilities for emergency situations and develop procedures for acquisition; evaluate municipal communications, including emergency communication systems; administer and submit all city related disaster claims for relief and reimbursement to the State of California Governor's Office of Emergency Services (OES) and the Federal Emergency management Agency (FEMA) in compliance with applicable laws and regulations as a result of disaster declarations affecting the City; maintain thorough and complete records of reports and reimbursements; develop procedures, coordinate and conduct training sessions and exercises in emergency preparedness; assist in preparation of the emergency services budget; acts as liaison between the community and the Sheriff's Department concerning crime issues and research and responds to related community questions and issues; coordinate the City's Neighborhood Watch Program; and perform other duties as assigned.

MINIMUM REQUIREMENTS: Graduation from an accredited college or university with a bachelor's degree in public administration or related field AND four (4) years of experience in program development, coordination, and administration in a public or private agency in emergency management. Emergency Management Institute (EMI) Basic Academy or Advanced Academy administered by FEMA certification training highly desirable. Possession of a valid California Class C Driver's License and Certificate of Automobile Insurance for Personal Liability is required.

Knowledge of: Principles and practices of emergency, disaster, hazardous materials planning and response, crime prevention, and effective community and public relations; principles and practices of effective communication and public relations; county, federal, and state laws and regulations regarding emergency, disaster and hazardous planning and response; general office practices and procedures; ICS, NIMS and EOC systems; customer service techniques; research, analysis and report preparation methods.

Ability to: Plan, develop, and coordinate a citywide emergency management and neighborhood watch programs; communicate effectively orally and in writing; pay close attention to detail; meet deadlines; maintain complete, accurate and timely records; work independently and as a reliable team member to effectively manage emergencies and disasters as necessary at critical times; establish and maintain positive and productive working relationships with City staff, other agencies, elected officials, community representatives, public and volunteers; prepare clear and concise reports, policies, procedures, and correspondence; exercise appropriate judgement. On a continuous basis sit, drive, bend, twist, climb; frequently use hands to fingers, feet, grasp, reach with arms; talk and hear; close vision and ability to adjust focus; occasionally bend, squat, stoop, kneel, push, pull, and lift up to 25 lbs.; subject to frequent interruptions, public contact and moderate noise level in the work environment. In the event of an emergency, must be able to work indoors/outdoors under adverse conditions for an extended period of time.

SELECTION PROCEDURE: Applications are being accepted immediately and subject to close without notice. Please apply by submitting an official City Employment Application and resume to the Administrative Services/ Human Resources Department. All application materials, to include employment application and resume will be screened and only the most qualified applicants will be invited to participate in the selection process, which may include, but not limited to: application review and evaluation, interview, written and/or performance test. Prior to starting employment, all candidates will be required to pass a physical examination and a background investigation including fingerprinting. Candidates that require special accommodation due to a disability are encouraged to request accommodation prior to the closing date. Applications may be obtained from the City website at www.lawndalecity.org or by contacting the City of Lawndale at (310) 973-3200. **EOE.**



EMERGENCY PREPAREDNESS COORDINATOR – PART TIME
SALARY: \$26.84 - \$32.63 PER HOUR

CITY OF LAWNSDALE
14717 Burin Avenue
Lawndale, CA 90260
(310) 973-3200
www.lawndalecity.org

THANK YOU FOR EXPRESSING INTEREST IN OUR CITY! LAWNDALE, HEART OF THE SOUTH BAY!



ABOUT LAWNDALE

Lawndale is centrally located in the Centinela Valley of Los Angeles County, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawndale is an urbanized area of predominately single -family homes, encompassing 1.9 square miles. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees. The population is approximately 31,800.

The City of Lawndale was incorporated on December 28, 1959, as a general law city. The City has a council-manager form of government with an elected Mayor and four Councilmembers and a full-time appointed City Manager. The City is a contract city with police and fire services provided by Los Angeles County. There are about 60 full and part-time customer-oriented City staff to provide the remaining City services.

EMPLOYMENT PROCEDURES

An original City Employment Application and supplemental materials must be received by the Administrative Services/ Human Resources Department, 14717 Burin Avenue, Lawndale, California, 90260 by 6:00 p.m. on the closing date noted on the front side of this job flyer. Resumes are accepted but NOT in lieu of an official City Employment Application. **Incomplete, late or illegible applications will be disqualified and will not be accepted.**

Candidates should refer to Selection Procedures on the front of this flyer for the selection process. Candidates chosen to fill vacancies will be required to pass a physical examination (which includes a drug/alcohol test) and a background investigation (which includes fingerprinting). Candidates must be able to provide documentation which authorizes their legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986 upon hire.

Employees hired by the City on a part-time appointment are considered “at will” and may be discharged by the appointing authority at any time with or without notice or cause. All part-time employees serve at the pleasure of the City Manager and are not guaranteed any work hours or property rights in employment with the City.

The City of Lawndale is an Equal Opportunity Employer which does not discriminate against applicants based on their race, skin color, gender, religion, sexual orientation, or disability. Please notify the Human Resources Department prior to the final filing date should you require special accommodation in the testing process. All employees are designated disaster service workers in the event of an emergency or natural disaster that threatens the life, health and/or safety of the public. **NOTE: The City of Lawndale and its employees are required to comply with any state or County Public Health Orders. If the position for which you are applying is subject to any applicable State or County Order, you will receive notification of any requirement as it applies to a position.**

POSITION	STEP (eff. 7/1/24)				
	A	B	C	D	E
Emergency Preparedness Coordinator – Part Time	\$26.84/hour	\$28.19/hour	\$29.59/hour	\$31.07/hour	\$32.63/ hour

PART-TIME EMPLOYEE BENEFITS (May not apply to all positions):

- **RETIREMENT**– Retirement benefits are provided by Nationwide Retirement Solutions; Employee paid 7.5 % per pay period. Each part-time employee becomes a member upon hire.
- **CREDIT UNION** – Members have access to loans and low interest rates, and good savings programs.
- **HOLIDAY PAY** – Part-Time employees received holiday pay for working on Thanksgiving and Independence Day.
- **OPERATING HOURS** – City Hall’s hours of operation are Monday through Thursday from 7:00 a.m. to 6:00 p.m. Municipal Services Department operates various hours and days, including evenings, weekdays, weekends, and holidays.