

CITY OF SAN JOSE, CALIFORNIA
**Deputy Director of
Emergency Services
Fire Department**



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THE COMMUNITY

San José California is a unique place, playing a vital economic and cultural role within North America. San José is the largest and most urban city within Silicon Valley, known for the nation's largest number of leading innovative companies. San José is also home to an energetic, talented and diverse population and offers an abundance of great weather.

San José's quality of life is unsurpassed. Located roughly 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, the City is in a valley surrounded by the Diablo and Santa Cruz mountain ranges and enjoys an average of 300 days of sunshine a year. Those living and working in San José have access to the City's many attractions, cultural and performing arts, and recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit. Nearby open space provides easy access to mountain parks, trails, lakes, and streams. San José has received accolades for its living and working climate from publications including Business Week and Money Magazine, as well as other national media. Recently, Sperling's Best Places rated San Jose #1 as the healthiest city in America. The downtown area is home to modern high-rise housing, renovated theaters, and cultural attractions. Nightlife options include ballet, opera, symphony, live theater, nightclubs, and restaurants; and inquiring minds are served at the Tech Museum of Innovation, the Museum of Art, and the Children's Discovery Museum.

Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in math and science, international studies, and more. San Jose State University is the leading planning, engineering and business school supporting Silicon Valley. Other nearby universities include Santa Clara University, Stanford University, and three University of California campuses.

THE FIRE DEPARTMENT

The San José Fire Department (SJFD) is committed to serving the community by protecting life, property, and the environment through prevention and response. SJFD serves the city-proper and other Santa Clara County areas with a total population that exceeds 1 million.

Responding to approximately 83,000 calls for service each year (from 33 Fire Stations), SJFD is a high-volume, high-performance, full-service fire department. In terms of critical infrastructure, SJFD is the emergency service provider for a number of high-hazard occupancies, including an International Airport; 1 municipal airport; 7 major hospitals (including 3 trauma centers and 7 emergency departments); the SAP Center, home of the NHL San Jose Sharks, (maximum occupancy 17,500); San José State University (the oldest public institution of higher education on the West Coast), student population of 32,713; three super regional malls; and 516 high-rise structures; and the United States Patent and Trademark Office.

OFFICE OF EMERGENCY SERVICES (OES)

The Office of Emergency Services (OES), located within the San José Fire Department, provides services to the City organization and the community to prepare an effective response to natural, technological, and human-caused disasters. San José coordinates with the Federal Emergency Management Agency (FEMA) and the State of California Governor's Office of Emergency Services. Maintenance and activation of the Emergency Operation Center (EOC) is a primary mission of OES. OES also provides disaster planning and recovery assistance to City departments and state-mandated Standardized Emergency Management System (SEMS) classes to City employees, EOC staff, and elected officials. OES also monitors federal and state legislation that directly impacts the provision of emergency services to the community.



Program Elements and Key Components

OES is organized within the framework contained in the National Fire Protection Association (NFPA) 1600 Standard on Disaster/Emergency Management and Business Continuity Programs. The order of the program elements does not necessarily represent their importance or priority.

- Hazard Identification, Risk Assessment, and Impact Analysis
- Hazard Mitigation
- Planning
- Direction, Control, and Coordination
- Communications and Warning
- Operations and Procedures
- Logistics and Facilities
- Resource Management
- Mutual Aid
- Training
- Exercises, Evaluations, and Corrective Actions
- Crisis Communications and Public Information
- Finance and Administration
- Laws and Authorities



THE POSITION

Under the general direction of the Fire Chief, and working closely with the City Manager's Office and the Police Department, the Emergency Services Director (Deputy Director) is responsible for leading the San José Office of Emergency Services. The Director serves as a member of the Fire Department's Executive Management Team. The Director, along with the department staff of three FTEs, coordinates and plans services with a wide variety of personnel including City employees and regional partners from other Bay Area cities, Santa Clara County, and the state and federal sectors. Community relations and education are a key aspect of this role. One of the most visible City-sponsored OES programs is **San José Prepared!** This community emergency response training (CERT) program instructs the community and City employees in disaster preparation response and recovery skills. The new Director will oversee this program and ensure its success and sustainability within the respective Districts of the Offices of City Council.

A key priority for this position is the administration and oversight of a variety of grant funds including the Metropolitan Medical Response System (MMRS), Emergency Management Performance Grant (EMPG), Urban Areas Security Initiative (UASI), and the State Homeland Security Grant Program (SHSGP). This position will require a high level of knowledge and resourcefulness in securing grants related to emergency services and disaster preparedness, along with a strong foundation in grant administration and budget management. The new Director has the opportunity to expand OES staffing as well as programs through the successful sourcing of additional funding for OES.

San José OES is an active participant in the Santa Clara County Emergency Managers Association (EMA) and serves as staff to the City's representative on the Santa Clara County Emergency Planning Committee (EPC). FEMA's Emergency Management Assistance funds are allocated to Santa Clara County cities through the EPC on the advice of the EMA. The new Director will take a leadership role in articulating and representing the City's interests while engaging, involving, and mobilizing local, regional and community partners. Development of effective working relationships with elected officials, the City Manager's office, city departments and the diverse multi-cultural community will be an absolute requirement in this role.

OES Mission

Lead efforts to protect life, property and the environment by developing, coordinating and managing programs that prevent, prepare for, respond to, recover from, and mitigate natural and man-made disasters and emergencies.

The City of San José is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public.

Visit the City of San Jose
website: www.sanjoseca.gov

THE IDEAL CANDIDATE

The ideal candidate is a “big picture” visionary with excellent general management skills and the ability to effectively build the function’s organizational capacity. Creativity and exceptional problem solving skills are essential to the identification and development of effective program and policy solutions. The selected candidate will also possess strong customer service, public speaking and interpersonal skills and be committed to the broader goals of the City organization. These include a strong community presence and an open door policy for citizens’ concerns. The City also places importance on strong interdepartmental relationships and a team-oriented environment. Previous experience and knowledge of emergency planning and response coordination, emergency operation center activation, and familiarity with applicable State and Federal laws will be key success factors in this assignment. San José is a regional partner with San Francisco and Alameda Counties and the cities of San Francisco and Oakland, making it imperative that the candidate understands community dynamics, the value of positive and progressive inter-agency professional relationships, and the California political processes. Experience within a large urban environment and certification as an emergency manager within a municipal or county government as well as exposure to corporate emergency services are highly desired.



Education and Experience

- A bachelor’s degree in business, public administration, or related field
- Six (6) years of increasingly responsible experience in senior level administrative and/or analytic work in a public or private agency.
- Experience managing a work unit equivalent to a major division within a City operating department.

COMPENSATION AND BENEFITS

The approved salary range for this position is **\$108,404- \$168,861**. The actual salary will depend on the qualifications and experience of the individual selected. The City provides an array of benefits including:

Retirement – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.

Health Insurance – The City contributes 85% towards the premium for the lowest cost plan. There are several plan options.

Dental Insurance – The City contributes 100% of the premium of the lowest-priced plan for dental coverage.

Personal Time – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of 8 hours per month.

Holidays – The City observes 14 paid holidays annually.

Deferred Compensation – The City offers an optional 457 Plan.

Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Insurance – The City provides a term life insurance policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

Employee Assistance Program – The City provides a comprehensive range of services through the EAP.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, January 6, 2017. To be considered, submit a cover letter, list of six work-related references (who will **not** be contacted without prior notice), indication of current salary and a résumé that reflects the size of staff and budgets you have managed. Your résumé should indicate both months **and** years of beginning/ending dates of positions held. Submit the requested materials to:



Stuart Satow
CPS HR CONSULTING
916.471.3134 tel · 916.561.7205 fax
E-mail: resumes@cps hr.us
Website: www.cps hr.us/search

Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. The City will then select candidates to be invited to participate in panel interviews scheduled for the week of January 30th. Extensive reference and background checks will be completed on the selected candidate with appointment anticipated in February. For additional information about this position please contact Stuart Satow.