



EMPLOYMENT OPPORTUNITY
EMERGENCY PROGRAMS COORDINATOR

STARTING SALARY RANGE FROM \$64,759 TO \$76,100 (DOQ) SALARY RANGE MAXIMUM - \$87,441

OR

EMERGENCY PROGRAMS SPECIALIST

STARTING SALARY RANGE FROM \$69,635 TO \$81,803 (DOQ) SALARY RANGE MAXIMUM - \$93,993

CLOSING DATE: NOVEMBER 11, 2016

The District is searching for a qualified applicant for its Emergency Management job series. We will fill the position at the appropriate job series level based on the selected candidate's qualifications.

The Ideal Candidate is:

- Solutions orientated
- An independent worker, who knows when to ask for assistance
- Analytical, innovative and creative
- Adept at team brainstorming, with the ability to implement projects independently
- Ability to prioritize and manage multiple projects
- Flexibility in handling daily tasks & assignments

ABOUT THE WEROC PROGRAM

The Water Emergency Response Organization of Orange County (WEROC) is the only program of its kind that focuses on the resiliency of water utilities as a critical infrastructure through preparedness, protection, response, recovery and mitigation. WEROC is a program of the Municipal Water District of Orange County (MWDOC) with responsibility for emergency planning and coordination with 35 water and wastewater utilities, the County Operational Area, cities, and other response partners.

ABOUT THE POSITION

Under direction of the Emergency Manager, the candidate will perform a variety of functions related to emergency preparedness, response and planning. The candidate will have the ability to understand the bigger picture of emergency management and response, and then analyze the individual agency's role in order to develop solutions and processes for various levels and sectors of response. The individual will often represent the water sector, MWDOC and WEROC at various meetings or functions therefore requiring listening and analytical skills to understand how information may impact the water sector; excellent communication and interpersonal skills; inquisitive and willingness to propose new ideas; and a keen sense of diplomacy and political acumen is required to effectively work across functional areas within the organization and when meeting with other agencies. The ability to communicate ideas clearly, succinctly, persuasively to diverse audiences in a written, verbal or presentation format. The ability to work with teams, analyze complex issues, prioritize tasks, and attention to detail are key to the success of the individual in this position.

Emergency Programs Coordinator: This is an entry-level classification in the job series. Candidates typically work under close supervision as they learn and perform various tasks. Familiarization with the District's policies and procedures is required at this level.

Emergency Programs Specialist: This is the skilled-level classification in the job series. Assignments may encompass a variety of tasks, and seldom require detailed instructions. Must exercise sound independent judgement within the established guidelines and show initiative.

Major Initiatives and Current Projects that the candidate will be working on include:

- Emergency Plans Revisions – The candidate will have responsibility to coordinate, develop and implement a strategy to address the updates needed on multiple WEROC and MWDOC emergency plans, including an innovative mobile phone application for those plans.
- EOC Facility Assessment Implementation – WEROC is completing an EOC Facility Assessment that will provide a recommended strategy on potential future improvements or changes in to the WEROC EOC facilities.
- The candidate will coordinate or lead the effort to enhance and sustain the EOC facilities' readiness based on the assessment's recommendations. This may involve bid processes, grant identification, facility improvement oversight, contract management, etc.

Position Summary and Essential Functions:

- Track program expenditures and needs as it pertains to areas of responsibility. Identify additional funding for programs and evaluate cost savings measures.
- Coordinate/lead efforts to enhance and sustain the EOC facilities' readiness through their physical maintenance, technical solutions and support materials that will be used during training and response.
- Contribute to and sometimes coordinate/lead the development and execution of trainings, exercises, and preparedness efforts to support WEROC volunteers and WEROC member agencies through all phases of emergency management.
- As assigned, coordinate/participate in and represent MWDOC, WEROC, and its Member Agencies at meetings, on various county and state-wide associations and organizations. Build the partnerships needed to support the exchange of information and materials in preparation for and during disaster response and recovery.
- Support Member Agencies with the response and recovery process as the secondary water sector liaison during an emergency by responding to pre-identified locations during an automatic activation or when requested. Must be available to respond in the event of an emergency, on an on-call basis.

WHY YOU WANT TO JOIN THE TEAM

WEROC is a unique program that provides the successful applicant with the opportunity to learn a niche area of emergency management, while still working on broad based programs that apply to all sectors of emergency management. WEROC is a leader in emergency management and the water sector for its innovative planning, grant initiatives, and partnerships throughout California.

Education, Experience and Qualifications:

Graduation from a four-year college or university with major course work in emergency management, public policy, public or business administration or a closely related field. The qualification guidelines generally describe the knowledge and abilities required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and

abilities will be considered. The candidate must possess and maintain a valid California driver's license and an acceptable driving record as the position requires driving. Must be able to travel to various locations within and outside of the County to meet the program needs and fulfill the job responsibilities.

WEROC Programs Coordinator - Two to three years of professional experience in noted fields of study.

WEROC Programs Specialist - Four to five years of professional experience in noted fields of study.

ABOUT MUNICIPAL WATER DISTRICT OF ORANGE COUNTY (MWDOC)

MWDOC is a wholesale water supplier and resource planning agency. MWDOC's efforts focus on sound planning and appropriate investments in water supply development, water reliability, water resource management, water use efficiency, public information, legislative advocacy, water education and emergency preparedness. MWDOC's service area covers all of Orange County California with the exception of the cities of Anaheim, Fullerton and Santa Ana. Local water supplies meet nearly half of Orange County's total water demand. To meet the remaining demand, MWDOC purchases imported water from Northern California and the Colorado River through Metropolitan. MWDOC serves 2.3 million residents of Orange County through its 28 retail water agencies.

MWDOC is governed by a seven-member Board of Directors. Each Director is elected by the public to represent a specific geographic division in Orange County. MWDOC is the third-largest Metropolitan Water District of Southern California (Metropolitan) member agency and MWDOC's four Metropolitan Directors hold key leadership positions on the Board of Directors, which oversees policy development, strategy and implementation.

MWDOC is located in Fountain Valley, California and employs 31 full-time professionals and has an annual operating budget of over \$8 million. The District's total budget is over \$188 million. The District office is in a great location with easy freeway access, five miles from Huntington Beach and South Coast Plaza, and close to many of Orange County's greatest attractions.

Staff have the opportunity to develop, implement and manage innovative programs and policies in water supply development, water reliability, water resources management, and water use efficiency, public information, legislative advocacy, water education, and emergency preparedness; as well as coordinate with member agencies, local, state and federal partners, elected officials, regulatory agencies, and the private sector. Staff are encouraged to set personal and professional goals, attend training that enhances their capabilities, and to get involved in the water industry as a leader and contributor.

Apply NOW to be a part of our Team!

Application Procedure: All applicants interested in being considered for this position must submit a completed resume and application (found at <http://www.mwdoc.com/business/employment>) to jobs@mwdoc.com. All applications will be evaluated in relation to the criteria outlined in this job flyer and the Job Description. Highly qualified candidates with the most relevant qualifications will be invited to continue in the selection process which will consist of a phone interview, panel interview, skills assessment, and/or other appropriate screening methods. Employment is contingent upon successful completion of a background investigation. For complete job description and information, visit <http://www.mwdoc.com/business/employment>.