

CITY OF AGOURA HILLS

EMERGENCY OPERATIONS/MEDIA COORDINATOR

DEFINITION

Under general supervision, develops, organizes, directs and conducts the emergency operation programs according to established standards and designs, develops and maintains the Agoura Hills Cable TV station.

CLASS CHARACTERISTICS

The Emergency Operations/Media Coordinator is a part-time class which has oversight over all of the emergency operations of the City and the design, development and maintenance of the Agoura Hills Cable TV station.

EXAMPLE OF DUTIES

Duties may include, but are not limited to the following:

1. Coordination of CERT training for perspective Disaster Response Team (DRT) volunteers.
2. Attend Area B meeting and coordinate Area B activities.
3. Coordinate Council of Government (COG) emergency activities.
4. Coordination, training, development and maintenance of the SIMS and NIMS plans for the City.
5. Development and maintenance of the cable TV channel budget.
6. Oversight of TV station programming and scheduling.
7. Creation and development of programming slides.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance.

Example combinations include possession of a Bachelor's Degree in public administration or a related field and two years of experience in emergency preparedness or emergency operations and/or related fields and one year of experience in the creation, development and programming of cable TV stations.

Knowledge, Skills, and Abilities

Design, and implement comprehensive and effective city emergency operation plans, coordinate test exercise drills, coordinate the training and function of volunteer emergency response groups, cope with situations calmly and tactfully, attend classes and training courses, have a working knowledge of Scale Info Channel and Latronix Nexus software programs, establish and maintain effective working relationships with supervisors, fellow employees, volunteers, general public, and a variety of public and volunteer agencies