

## SELECTION PROCESS

The qualifications of each applicant, as set forth in the employment application, will be reviewed.

Due to an anticipated large response, only the first 100 applications received will be considered for the next phase. Additional applications may be processed as necessary. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate's ability to perform certain duties of the position.

LPFD has adopted the IAFF Wellness-Fitness Initiative in its entirety. All employees hired after January 1, 2012, are required to be tobacco free while on duty.

## TO BE CONSIDERED

If you are interested in this outstanding career opportunity, please consider submitting your application through our online application process at [www.cityofpleasantonca.gov](http://www.cityofpleasantonca.gov). Applications are also available at the Human Resources Department, City of Pleasanton, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566. Incomplete applications will not be accepted. Deadline for submission of applications is 5:00 p.m. on Friday, August 23, 2013. Postmarks will not be accepted.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require an alternate means of communications, please contact Human Resources.

## COMPENSATION & BENEFITS

\$5,888 to \$7,157 per month

Choice of One of Three Comprehensive Health Plans

Dental Plan Coverage

Life Insurance Coverage of \$35,000

11 Paid Holidays

Floating Holidays

Paid Sick Leave

Short Term/Long Term Disability Plan

Annual Vacation beginning with 10 days

PERS Retirement Plan

# LIVERMORE-PLEASANTON FIRE DEPARTMENT



## *Announces* EMPLOYMENT OPPORTUNITY FOR **Disaster Preparedness- Community Education Coordinator**

**Full-Time Position  
\$33.97- \$41.29 per hour**

**Filing Deadline  
5:00 p.m., August 23, 2013**

**Please apply online at:  
[www.cityofpleasantonca.gov](http://www.cityofpleasantonca.gov)**



## THE COMMUNITIES

Livermore (population 80,723) is a growing and progressive community. The well-planned development of business parks, high tech development, and scientific research institutions combined with affordable quality housing, good public school system, and community college are attracting a growing number of new residents and businesses.

One of Northern California's premier residential and business communities, Pleasanton (population 70,285) is well regarded as an attractive and friendly city with a strong heritage, active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

## THE DEPARTMENT

The Livermore-Pleasanton Fire Department (LPFD) has a strong dedication to safety, dignity and respect for all. The Department was formed through a Joint Powers Agreement and serves a combined residential population of approximately 151,008. There are 10 stations, 102 suppression personnel, 8 engine companies, 2 Quint/ladder units and a mix of 3 to 4 person crews. First responder paramedics are staffed on all 10 companies. Last year, the Department responded to over 11,000 calls for service.

The Department provides specialty rescue and hazardous materials response units, a large, fully-equipped training facility, maintains a certified Rescue Systems One training site and has specialized rescue equipment. Currently, the Department is also completing the installation of new CAD, RMS and mobile data system technologies throughout its facilities.

The Department has a large, full service fire prevention bureau, including three inspectors responsible for CUPA hazardous materials enforcement. The Department's diverse public education program demonstrates its approach and commitment to fire safety using an interactive "safety-training trailer" for use at public events.

Various disaster preparedness coordination and community training programs are also provided for both communities.

## THE POSITION

Under general direction from the Fire Chief, the Disaster Preparedness-Community Education Coordinator provides a variety of professional administrative assistance to the Disaster Preparedness and Public Education programs of the Livermore-Pleasanton Fire Department. This position is responsible for assistance with disaster preparedness program development and training, will maintain emergency operations centers for both the City of Livermore and the City of Pleasanton in a state of operational readiness, and will coordinate and deliver public education programs such as CERT, CPR and First Aid. The Disaster Preparedness-Community Education Coordinator works a varied schedule, including evenings and weekends, to meet program needs. This position may supervise departmental volunteers.

## MINIMUM QUALIFICATIONS

The "ideal" candidate will possess:

### Knowledge of:

- Methods, techniques and trends involved in the development, administration, implementation and evaluation of emergency management training programs.
- Fire safety, emergency preparedness, and community organizations and agencies.

### Skill and ability to:

- Present educational programs and training materials.
- Read, interpret and apply rules, policies and procedures.

- Communicate effectively verbally and in writing.
- Effectively deliver presentations for groups of varying size, age and background.
- Establish and maintain effective working relationships with the public, media, schools, community groups and public officials.
- Understand and operate a variety of audio-visual and computer equipment and programs to present information in an effective way.
- Understand and carry out oral and written instructions.

## DESIRABLE QUALIFICATIONS

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### Education:

- Possession of a Bachelor's degree in Emergency Management, Public Administration, Communication, or a related field is preferred, however an Associate of Arts degree with relevant experience may be qualifying.

### Experience:

- Two years of professional experience in emergency services, conducting training and community outreach. Relevant experience in public outreach or marketing skills may be exchanged for the emergency services requirement.
- An understanding of I.C.S.

### Licenses/Certificates:

- A valid California Driver's License is required.

