



# EMERGENCY PREPAREDNESS MANAGER





## THE COMMUNITY

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About 18 miles from the Pacific Ocean, nestled in a long valley in the coastal mountains of Southern California, the City of Escondido lies 30 miles northeast of San Diego and roughly 100 miles south of Los Angeles. Home to a population of 153,000, this vibrant community presents the perfect mix of small-town friendliness and big-city conveniences. Within the 37 square miles that comprise the City, there are many attractive residential communities; a regional mall and hospital; an auto center; world-renowned Stone Brewery; various office, industrial, and commercial centers; a cultural center complex; a conference center, plus numerous parks, and recreational facilities.

The heart of North County San Diego, Escondido, is a welcoming community where people make their "City of Choice" and enjoy an outstanding quality of life. In addition to plentiful indoor amenities, the City has an abundance of outdoor attractions with fishing and boating at two lakes, camping at Dixon Lake, 11 parks, hiking at the Daley Ranch nature preserve, mountain biking, boating, fantastic golf courses, and the nearby San Diego Zoo Safari Park. It is a family-friendly community with a wide variety of youth programs, the San Diego Children's Discovery Museum, and the EcoVivarium Living Museum.

Escondido offers a wide variety of art galleries and museums, as well as educational activities for all ages. The California Center for the Arts is one of Escondido's many performing arts, live theatre, and concert venues. Visual art attractions include Queen Califia's Magical Circle and the sculpture garden in Kit Carson Park, donated by the late internationally renowned artist Niki de Saint Phalle. The City's downtown

historic district showcases vintage buildings, eclectic shops and boutiques, iconic local eateries, innovative culinary destinations, and more. The Old Escondido Historic neighborhood features 900 historically designated homes with stately Victorians, Craftsman bungalows, and eclectic Art Deco and Post World War II residences.

The Escondido Union School District, the Escondido Union High School District, and the San Pasqual Union School District serve the City's school-aged youth with nineteen elementary, seven middle, and seven high schools. In addition to traditional public schools, Escondido is home to multiple charter, private, and higher education schools, including Palomar College and John Paul the Great Catholic University. California State University, San Marcos is minutes away, and seven other colleges and universities are in close proximity, including the University of San Diego, the University of California, San Diego, and San Diego State University.

Two airports serve the region: Carlsbad Airport (12 miles west) and the San Diego International Airport (30 miles southwest). Escondido has a robust public transportation system and supports the Transit Center with the Sprinter Train, a European-style light rail system that connects the Coaster, Breeze Amtrak, Metrolink, and Greyhound Bus 235 Rapid Transit. Additionally, the City offers 511, a free phone and web service that consolidates the San Diego region's transportation information into a one-stop resource in real-time.

To learn more, visit <https://www.escondido.gov>

## CITY GOVERNMENT

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Escondido is a full-service general law city that provides a traditional range of municipal services under the Council-Manager form of government. The City is governed by a five-member City Council; Escondido is divided into four districts with each Council member being elected from within a district to serve staggered four-year terms. The Mayor and the City Treasurer are elected at large, with the Mayor serving as the presiding officer for the Council, as Successor Agency to the Community Development Commission,

Mobile Home Rent Review Board, and Escondido Joint Powers Financing Authority. The City Council appoints the City Manager and City Attorney.

The FY 2024-25 General Fund budget totals \$132.9 million. Municipal services are administered and delivered with the support of 946.2 FTE. A citizen's initiative was approved on the November 2024 ballot to increase the City's sales tax rate. This one-cent sales tax increase measure is projected to generate approximately \$28 million annually and will be in place for 20 years. The funds will be used for providing public safety, addressing homelessness, improving streets, sidewalks, and infrastructure, increasing police, fire, and paramedic services, reducing traffic congestion, and maintaining parks, trails, and open space.

Several years ago, the City Council adopted four major priority areas: Economic Development, Fiscal Management, Neighborhood Improvement, and Public Safety. In response to the global pandemic, the emphasis of some of these major priorities has shifted. However, the budget incorporates current realities within these four broad priority areas, intending to achieve economic health, a safe community, high-performing local government, neighborhood livability, and effective transportation routes throughout Escondido.

### Escondido FD Mission Statement

*The mission of the Escondido Fire Department is to serve the public and to safeguard the community from the impact of fire, medical, and environmental emergencies through education, emergency services, and enforcement.*

## THE POSITION

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### **Translating Expertise into Community Resilience**

The Emergency Preparedness Manager carries out the Emergency Preparedness responsibilities for the City of Escondido as a division of the Escondido Fire Department and under the supervision of the Fire Chief or their designee.

The Emergency Preparedness Manager plays a vital role in ensuring the City of Escondido is ready to respond to

and recover from natural disasters, public safety threats, and other large-scale emergencies. Under the general supervision of the Fire Chief or their designee, this position is responsible for developing, maintaining, and executing the City's emergency management plans in coordination with local, regional, and state agencies.

As a key member of the City's public safety team, the Emergency Preparedness Manager provides leadership in planning for hazards such as wildfires, earthquakes, power outages, and public health emergencies. This includes overseeing emergency training exercises, managing community outreach and education efforts, and supporting the activation and operation of the City's Emergency Operations Center (EOC).

Primary duties for the Emergency Preparedness Manager include:

- Coordinate the development and maintenance of the City's Emergency Operations Plan (EOP) and related hazard-specific annexes;
- Ensure continuity of critical services through proactive training, exercises, and drills for City staff, volunteers, and partner agencies;
- Train City employees regarding their Disaster Worker roles and responsibilities;
- Lead and coordinate all aspects of the Citizen Emergency Response Team (CERT), including administration, training, and team activities;
- Manage public outreach and education programs to promote individual and community preparedness;
- Direct EOC operations and support EOC activations during emergencies;
- Maintain relationships with county, state, and federal emergency management organizations that assist in the City's emergency management efforts; and
- Advise City leadership on preparedness strategies, resource coordination, and response protocols.

This position is essential in promoting public safety, ensuring continuity of government services, and helping Escondido build resilience before, during, and after emergencies.



## THE IDEAL CANDIDATE

The City is seeking a dedicated and collaborative emergency management professional with demonstrated experience in managing complex incidents, leading cross-agency coordination, developing operational readiness plans, and coordinating an overall emergency management program. The candidate selected will have a deep understanding of emergency management, including but not limited to community preparedness, extreme weather events, health and safety, and wildfire mitigation.

The ideal candidate for Emergency Preparedness Manager is a clear and persuasive communicator with exceptional writing skills. They will be responsible for crafting various critical documents, including agenda reports, grant applications, and complex technical planning materials that guide emergency response and resilience strategies. This role demands precision, clarity, and the ability to tailor content to both technical and non-technical audiences.

Confident and approachable, this candidate thrives in community-facing roles and is skilled at building strong relationships with residents, partner agencies, and stakeholders. They represent the organization professionally, fostering trust and collaboration across diverse groups. Whether in formal or informal meetings, they authentically and clearly engage others.

In addition to the qualities already described, the ideal candidate will be a(n):

- Self-starter who demonstrates a high level of initiative and thrives in a self-directed, self-managed environment
- Energetic and organized multitasker who can balance community needs with department and program goals
- Clear and direct communicator who is comfortable speaking in front of City Council and other local, county, state, and federal agencies, community groups, businesses, and volunteer groups
- Collaborator, encouraging and maximizing community participation in emergency management programs
- Able to work nights, weekends, and holidays, and extended hours during emergencies

The position requires a Bachelor's degree in business administration, public administration, emergency preparedness, homeland security or a related field from an accredited college or university, and four years (full-time equivalent) of experience in the research, analysis, planning, and development of an emergency plan or training program for large-scale disasters or civil defense operations. Experience in an EOC activation at Level 2 or Level 1 is highly desirable.



## APPLICATION & SELECTION PROCESS

This recruitment will close at **midnight on Sunday, June 15, 2025**. To be considered for this opportunity, upload your cover letter, resume, and list of six professional references using the “Apply Now” feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).

## COMPENSATION & BENEFITS

The salary range for this position is \$101,959 - \$151,656. Placement within the range will be DOQE. The salary is supplemented by an attractive benefits package that includes, but is not limited to:

### **CalPERS Retirement:**

Tier 1 Classic: 3% @ 60 (employee contribution rate = 8%); Single highest year

Tier 2 Classic: 2% @ 60 (employee contribution rate = 7%); 3-year average

Tier 3 PEPPRA: 2% @ 62 (employee contribution rate = 7.75%); 3-year average

**Medical Insurance:** Kaiser HMO and Kaiser High Deductible Health Plan (HDHP) with a Health Savings Account (HSA)

**Dental Insurance:** Delta Dental PPO and DMO

**Vision Insurance:** Anthem BlueView Vision

**Additional Optional Plans:** The Hartford Accident, Hospital, Critical Illness, and Pet Insurance

**Cafeteria Plan:** \$100 per month + 4% of monthly salary

**Life Insurance:** City paid Basic Life and AD&D, calculated at one-half of annual salary + \$25,000

**Vacation:** Accrual rate negotiable and dependent on years of service, ranging from 96 to 216 hours per year. Additional 24 hours credited each July 1 and additional 4 hours credited each October. Prior years of service may be considered in determining accrual rate

**Holidays:** 10 holidays annually + one floating holiday

**Management Leave:** 36 hours per year

**Sick Leave:** 9 hours per month; no maximum accrual

**Employee Discounts:** Dell computers, Apple products, AT&T, and Verizon cell phones, gym memberships, plus education and entertainment discounts

**TB & CO.**

Tina White • 619.948.1786

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[www.tbcrecruiting.com](http://www.tbcrecruiting.com)

### **This will be a confidential process.**

Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will be immediately granted preliminary interviews by the consultants. Candidates deemed the best qualified will be invited to interview with the City in July. The City anticipates making a selection in a timely manner following the process and thorough background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done in close coordination with the candidate selected.

**ESCONDIDO**  
City of Choice