

LOCKHEED MARTIN SPACE SYSTEMS COMPANY - SUNNYVALE, CA

EMERGENCY PREPAREDNESS SPECIALIST STAFF, REQ NUMBER 65599BR

STANDARD JOB DESCRIPTION: Under direction, assists in planning, organizing and coordinating an all-hazards, LMSSC San Francisco Bay Area area-wide program of crisis management, emergency preparedness and response planning and training; serves as a primary resource for emergency services preparedness; and to act for, and represent, in the absence of the Chief - Emergency and Anti-Terrorism Operations during periods of EOC activation and/or operation. Expected to be on call 24 hours a day, seven days a week, work during non-regular hours to include weekends and holidays and during natural and induced emergencies.

SPECIFIC TASKS THIS POSITION PERFORMS: Assists in implementing crisis management and emergency preparedness policies and programs throughout the LMSSC San Francisco Bay Area Crisis Management / Emergency Preparedness community. Serves as Emergency Operations Center (EOC) support staff before, during, and after periods of EOC activation. Administers, coordinates and presents emergency preparedness training, education and public information programs. Assists in the preparation of project applications and related liaison work with allied entities to elicit support and resources for disaster preparedness, response and relief purposes. Develops, reviews and updates emergency response plans, detailed standard operating procedures, checklists and resource identification and management documents. Works cooperatively with other allied entity staff on area-wide projects and training programs. Develops and conducts specialized training courses to prepare Emergency Operations Center permanent and auxiliary staff to function effectively in EOC assigned duties. Develops, publishes, distributes and maintains Emergency Operations Center (EOC) operations manuals; Emergency Operations Center (EOC) staff and/or resource directories; serves as EOC Systems Facilitator during EOC disaster response operations; designs, develops, implements, and maintains an EOC equipment and systems maintenance program; coordinates the use of EOC facilities and information management systems to support LMSSC-wide staff training programs; perform related duties as assigned.

TYPICAL MINIMUM: Bachelors degree from an accredited college in a related discipline, or equivalent experience/combined education, with 10 years of professional experience; or 8 years of professional experience with a related Masters degree. Considered an emerging authority.

Salary range \$82,640 – \$137,733 depending on experience and qualifications.

For more information, visit <http://www.lockheedmartinjobs.com/>

To apply, follow the Job Search links on the website and enter Req. Number 65599BR