



We are accepting applications for the position of:
Emergency Management Program Manager
\$130,108 - \$158,147 annually (salary effective 7/13/26)
Plus, a comprehensive benefits package

The Central County Fire Department is seeking a dynamic, community-focused Emergency Management Program Manager to plan, organize, coordinate, implement, and maintain a comprehensive emergency management and disaster mitigation program for the City of Burlingame and the Town of Hillsborough (“agencies”); develop, coordinate and implement training and exercises for agency employees; develop and maintain community-based programs for mitigating community risk; and provide expert professional assistance to the agencies’ executive management staff.

This is your opportunity to have a meaningful impact by supporting public safety, leading preparedness initiatives, and helping our communities respond and recover when it matters most.

Our Department

The Central County Fire Department is an all-risk emergency response and community service organization. The Department’s core purpose is to make Burlingame, Hillsborough, and Millbrae safe for all community members to live and work through the protection of life, property, and the environment.

What You Will Do:

- Recommend and assist in the implementation of goals and objectives related to the Department’s Emergency Management Program; establish schedules and methods for program development, implementation, and monitoring; implement policies and procedures.
- Develop and implement Emergency Management Program activities including the joint Emergency Operations Plan (EOP), Emergency Operations Center (EOC), and Community Emergency Response Team (CERT).
- Evaluate emergency management program activities; recommend improvements and modifications; prepare various program reports.
- Prepare and conduct public outreach and education related to emergency management and preparedness including CCFD Emergency Management website pages, the preparation of social media posts and campaigns, newsletters, and training announcements; provide educational presentations to the community.
- Develop and maintain plans including but not limited to Emergency Operations Plans and Annexes, Local Hazard Mitigation Plans and Annexes, Continuity of Operations Plans, Continuity of Government Plans, and Crisis Communications Plans.
- Assist with the coordination of emergency preparedness classes offered to the public, including CERT, CPR and First Aid.
- Coordinate EOC operations including the creation of Emergency Operation Center (EOC) procedure manuals and checklists, training and maintenance of response platforms, ensuring that the EOC is properly equipped, and serving as liaison with the San Mateo County Department of Emergency Management in the event of an EOC activation.
- Provide CSTI/Cal OES emergency management classes for agency staff.
- Provide resources and other information as requested for EOC staff and support and provide necessary National Incident Management System (NIMS) training for agency employees.
- Represent the Department with dignity, integrity, and the spirit of cooperation in all relations with elected officials, staff, and the public.

Knowledge and Abilities

- You possess **knowledge** of theories, principles and practices of emergency program planning, development, management techniques and training; National Incident Management Systems; function and operation of a municipal government and an Emergency Operations Center; community emergency and disaster support and assistance resources; development of public education programs utilizing 5-step planning process, development of community risk reduction programs utilizing methods of evaluation; customer service principles and problem resolution techniques; business letter writing and report preparation.
- You possess the **ability** to organize, implement and direct Emergency Management Program activities; effectively manage all aspects of the Emergency Management Program including resources, staff and budget; identify resources and needs and develop means to obtain and meet them; acquire a thorough knowledge of local geography and resources as they relate to the Integrated Preparedness Plan (IPP), National Response Framework (NRF), and civil defense and emergency management planning and operations; develop, coordinate and train others on emergency operations plans and procedures; speak professionally advocating principles of community risk reduction; coordinate EOC activities, before, during and after activations; communicate effectively, tactfully and positively in both oral and written form; contribute effectively to the accomplishment of Department goals, objectives and activities.

Education and Experience

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain knowledge and abilities would be:

Education:

- Equivalent to a bachelor's degree from an accredited college with coursework in emergency management, public administration, business administration or a related field. (Up to two years of qualified experience can be substituted for education on a year-for-year basis.)
- NIMS/ICS coursework as outlined by the Federal Emergency Management Agency (FEMA), California Specialized Training Institute (CSTI)/Cal OES is desirable.

Experience:

- Three years of increasingly responsible experience in emergency management, professional level administrative/operations, preferably in a public setting, law enforcement, fire/EMS or related field; or three years of increasingly responsible experience working with community-based groups or organizations.



What We Offer:

Benefits will be in accordance with the Summary of Benefits for the Fire Operational Support Services (FOSS) group and include but are not limited to the following:

- CalPERS retirement: New/PEPRA members: 2% at 62 with a three-year final average for compensation; Classic members: 2.5% at 55 with the single highest year for compensation
- Health: Department contribution of up to 100% of the cost of Blue Shield Access + (CalPERS Region One) family coverage
- Dental: Department paid reimbursement plan for employees and dependents
- Vision: Department paid reimbursement plan for employees and dependents
- Retiree Health Savings Account: Department contributes 3% - 5% of base pay (based on years of service) to employee account for post-employment medical expenses
- Vacation: 10-20 days of vacation leave accrual each year, depending on years of service
- Holidays: 12 observed holidays per year, plus 24 floating holiday hours per year
- Administrative Leave: 80 hours per calendar year
- Sick leave: 120 hours of sick leave accrual each year
- Life Insurance: Department paid \$100,000 policy for employees and optional supplemental coverage
- Long Term Disability: Department paid coverage for employees
- Bilingual pay: 5% of base pay if eligible based on skills assessment
- Tuition Reimbursement: up to \$2,000/year
- Deferred Compensation : voluntary plan available to employees
- Employee Assistance Program: Department paid coverage for employees and dependents
- Flexible work schedule (including 4/10, 5/8 and four 9-hour days plus one 4-hour day)

Are you ready? Apply to join our team.

Submit an online application, supplemental question responses, and resume through Cal Opps ([Welcome to CalOpps](#)) link: <https://www.calopps.org/central-county-fire-department/job-20736981> or to: Central County Fire Department, 1399 Rollins Rd, Burlingame, CA 94010.

Recruitment closes Friday, May 29, 2026 at 5:00 p.m.

Examination Process:

All applications, supplemental question responses, and resumes received will be reviewed for minimum qualifications. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of oral board panel(s) interviews and Chiefs' Interview.

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from that list. The list will remain in effect for at least twelve months (unless exhausted sooner or abolished) with the possibility of an extension for up to another twelve months. The Central County Fire Department reserves the right, at its discretion, to limit the number of qualified applicants invited to the examination process.

Date Posted: May 4, 2026



Emergency Management Program Manager Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one page total. Responses to the supplemental questions will be used in the selection process. If you fail to answer the questions, your application will be considered incomplete and will not be considered. Questionnaire responses must accompany the employment application and resume.

1. Please describe a time that you had to evaluate an existing plan and improve it based on lessons learned from a real-world incident.

2. How do you prioritize competing demands and allocate scarce resources during the initial hours of a disaster?

3. How do you foster relationships with local, state and federal agencies to ensure effective mutual aid?

Fine Print

Prior to hiring, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference and background check and a Department of Justice (DOJ) and Federal Bureau of Investigations (FBI) criminal history review. A conviction history will not necessarily disqualify an applicant from appointment.

Candidates with a disability who may require special assistance in any phase of the application or examination process should contact Jennifer Crims, Human Resources Director, at jcrims@ccfd.org or 650-558-7607. Please do not upload any documents related to a request for accommodation in Cal Opps. The policy of the Central County Fire Department is to grant equal opportunity employment opportunity to all qualified persons without regard to race, religious creed, color, age, sex, sexual orientation, gender, gender identity, national origin, ancestry, marital status, medical condition as defined by state law, disability, military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable laws and ordinances. It is the intent and desire of the Central County Fire Department that equal opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. The Central County Fire Department is an Equal Opportunity Employer (EOE).