

CITY OF GILROY IS HIRING

COMMUNITY RESILIENCE COORDINATOR

\$8,429.47 – \$11,577.50 Monthly, Plus Excellent Benefits

The salary range listed above reflects the full compensation potential for this position. However, initial salary placement will typically be at the lower end of the range and will not exceed 97% of the range maximum. Placement within the range will be based on the candidate's relevant experience and qualifications. Progression through the range may occur over time, subject to continued service, good performance evaluations, and the City's administrative policies.

This is a grant funded position that is funded through February 4, 2029.

Opportunity to work a 9/80 work schedule with every other Friday off.

This position is full-time on-site position that actively supports department operations.

Future MOU salary increases: 2.5% on 7/1/27.

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, inclusion and belonging. Join our team!

ABOUT THE POSITION

Join the City of Gilroy and help shape the future of community preparedness, recovery, and resilience. The City is recruiting for a full-time dynamic and forward-thinking Community Resilience Coordinator (CRC) to join the Administration Department in a role that makes a real impact.

In this exciting opportunity, the CRC will lead innovative efforts to strengthen how the City prepares for, responds to, and recovers from natural disasters and emergency situations. Working at the center of collaboration and change, you'll help redesign organizational structures, modernize processes, and advance strategic goals that build a stronger, safer, and more resilient Gilroy. If you're passionate about public service, emergency preparedness, and creating lasting community impact, this is your chance to help drive meaningful change where it matters most!

Under direct supervision of the Assistant City Administrator, the Community Resilience Coordinator will develop, implement and lead comprehensive local resilience vision, strategy and planning related to the community's emergency preparedness and responsive programs. Emphasis will be placed on services and programs for populations that are more at-risk during disasters due to lack of resources and education. Additional responsibilities include developing solutions to reduce disaster risks, securing and managing mitigation grant funding, delivering community resilience education and training, and effectively engaging, partnering, and collaborating with a variety of officials, local, state, and federal agencies, businesses, community services, both public and private, concerning the related work and goals of the City. Moreover, the CRC will undertake related special projects with citywide significance, and perform other related duties as required. This position is considered essential personnel during City emergencies and is expected to be available to staff and support the Emergency Operations Center.

This is an exempt, mid-management level position that must exercise competent discretion and judgement in the performance of duties and interactions with others.



APPLICATION DEADLINE

June 29, 2026

ORAL BOARD INTERVIEWS

July 15, 2026

FINAL INTERVIEWS

Week of July 20th

The examination process/schedule above may be changed as needed by the City.

Candidates will receive communication by email regarding the recruitment process which includes, but is not limited to, application status, test dates and interview scheduling.

Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING REQUIRED ITEMS:

- Responses to supplemental questions is required
- Resume is preferred
- Cover Letter expressing your specific interest in this position is preferred
- A list of three (3) professional references is required

Applications that do not include all required items are incomplete and will not be considered.

Apply at: www.CityOfGiroy.org/jobs



ABOUT THE TEAM

The City Administration team is energetic, innovative, and always looking ahead. We thrive in an environment driven by strategic planning, creative problem-solving, and forward-thinking ideas that strengthen the City and the community we serve. As a close-knit and highly collaborative team, we value camaraderie, open communication, and the unique expertise each member brings to the table. Together, we tackle complex challenges, exchange ideas, and develop impactful programs designed to enhance community resilience, safety, and preparedness. We are passionate about continuous learning and professional growth, embracing ongoing education, training, and innovation to ensure we deliver exceptional public service and keep Gilroy prepared to respond confidently to any emergency or disaster situation.

If you're looking for a workplace where your ideas matter, collaboration is encouraged, and your work has a meaningful impact on the community every day, you'll fit right in with our team.

THE IDEAL CANDIDATE WILL:

- Bring advanced expertise in emergency management, disaster preparedness, response, and recovery programs that strengthen community resilience.
- Be passionate about community outreach, public education, and delivering engaging workshops and training programs focused on emergency preparedness—especially for vulnerable and at-risk populations who may lack access to critical resources and planning tools.
- Demonstrate strong analytical and strategic thinking skills, with the ability to evaluate complex issues, interpret data, exercise sound independent judgment, and develop innovative, solution-oriented recommendations.
- Serve as a confident and engaging public spokesperson for the City, delivering clear, accurate, and impactful presentations and public information to diverse audiences.
- Build meaningful partnerships and foster collaboration with residents, businesses, community organizations, and stakeholders to strengthen trust, connectivity, and awareness around emergency planning and community resilience.
- Possess a solid understanding of the legal, regulatory, and administrative frameworks that guide municipal government operations.
- Maintain flexibility and readiness to respond during emergencies, including availability during evenings, weekends, and disaster response activations.
- Leverage experience in grant writing, funding acquisition, and resource development to expand and enhance the City's emergency preparedness and resilience initiatives.
- Thrive in a fast-paced environment by being highly motivated, organized, and self-directed, with the ability to effectively manage priorities, meet deadlines, and successfully execute projects independently.

FIRST YEAR PROJECTS INCLUDE:

- Maintain existing partnerships and identify new partners that help the City connect with communities, including individuals with Access and Functional Needs (AFN).
- Collaborate with partners to develop and implement effective outreach and education strategies, including the creation and dissemination of emergency preparedness materials.
- Lead continued development and implementation of Community Resilience Plan to enhance community preparedness, outreach, and overall resilience.
- Facilitate community education across a variety of venues, meeting people where they are to increase accessibility and engagement.



MOU REPRESENTATION: Gilroy Management Association

BENEFITS OFFERED:

May vary based on position and MOU. See more at information at:

www.cityofgilroy.org/164/Benefit-Summaries

- Medical, dental, and vision
- Vacation leave, holidays, sick leave, personal leave, and administrative leave benefits
- CalPERS retirement pension plan
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long-term disability insurance, and employee assistance program
- Commuter benefit program

IMPORTANT INFORMATION:

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen (includes testing for psychoactive marijuana metabolites).

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

Human Resources can be reached at:

**(408) 846-0228 or
coghr@cityofgilroy.org**

QUALIFICATIONS

- Bachelor's degree from an accredited college or university with a major in Emergency Management, Public Administration, Business Administration, Psychology, Social Science, or closely related field of study. Additional work experience may be considered, at the sole discretion of the City of Gilroy, in lieu of up to two years (60 semester units) of the required education with one year of directly related work experience equaling one year (30 semester units) of the required education.
- Two (2) years of experience in emergency management, preferably in a government setting, or closely related field. Additional related specialized training or certification may, at the sole discretion of the City of Gilroy, substitute for up to one year of the required work experience.
- Successful completion of National Incident Management System (NIMS) training courses (NIMS 100, NIMS 200, NIMS 300, NIMS 400, NIMS 700, and NIMS 800) prior to hire or within eleven (11) months of hire.
- Successful completion of Standardized Emergency Management System (SEMS) Emergency Management Specialist Certificate highly desired. Certificate program includes: Emergency Management Concepts, Mitigation for Emergency Managers, Emergency Planning, Recovery from Disaster: The Local Community Role, and other required elective courses totaling seventy-two (72) hours of instruction.
- Possess and maintain a valid CPR/AED/First Aid certification within six (6) months of hire.
- Able and willing to respond back to the City during emergencies when requested.
- Able and willing to work additional hours, days, nights, weekends, and holidays as needed to get the job done.
- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
- Strong computer/technology skills required.
- Willingness to continue education and training and expand skills by taking additional courses, attend seminars, workshops, and individual study.
- Pass a detailed employment background check, including a Department of Justice criminal record check.
- Pass a post-offer medical examination, which includes a drug test.
- Prefer non-tobacco user.
- Bilingual English/Spanish an added plus, but not required.



APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following **required** items with your electronic NEOGOV application:

- Complete supplemental question responses included with application submittal **required**
- Cover letter that explains your specific interest in this position with the City of Gilroy is preferred
- Detailed resume focusing on relevant work experience and education is preferred
- A list of three (3) professional references is **required**

City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online:

Go to www.CityOfGilroy.org/jobs. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away at 408-846-0228.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

