

***All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

JOB OPENING

EMERGENCY MANAGEMENT PROGRAM MANAGER

Grade 25: \$37,587.43(\$18.07/hr.) - \$51,814.68 (\$24.91/hr.)

DEPARTMENT: EMERGENCY MANAGEMENT

DIVISION: PUBLIC SAFETY

GENERAL DESCRIPTION:

This is a specialized and highly technical administrative position in developing emergency management plans. Work will include, but not limited to; Coordination and maintenance of all emergency management planning activities and programs throughout the county. Act as a liaison between municipal, state and federal agencies regarding response, recovery and mitigation issues. In conjunction with the County Office of Management and Budget, the position is responsible for preparing and maintaining budgetary records related to state and federal grants. Work is performed under the direction of the Emergency Management Director, and is reviewed by observation of results achieved, periodic conferences and reports.

ESSENTIAL JOB FUNCTIONS:

1. Will perform all duties required as the Emergency Management Coordinator in accordance with Florida Statutes 252; Section 9G-19.002.
2. Assist the Emergency Management Director in all phases of emergency management, including but not limited to, planning, response, recovery, and mitigation.
3. Receives and screens callers, gives information of the operation of the office to persons seeking assistance; refers callers to other employees, officials or departments when warranted.
4. Provides technical assistance to the EM Director, other departments/agencies, or other officials as necessary.
5. Takes and transcribes dictation concerning correspondence and related dictation, prepare forms independently and composes letters.
6. Takes minutes of conferences, meetings or other official functions and may attend as Executive's representative.
7. Sets up files and files letters and related material in accepted manner; assembles information for supervisor's use.
8. Keeps supervisor's appointment calendar and schedules appointments; advises supervisor of important meetings.
9. Evaluates goals and recommends objectives for the Division and means of attaining those objectives or goals to the Director, other departments/agencies, or other officials as directed.
10. Assist in Budget report preparation and maintenance.
11. Provides regular reports as requested to the Emergency Management Director, Director of Public Safety, County Manager, and the Board of County Commissioners.
12. Answer after-hours calls for service, at the request of or in the absence of the EM Director.
13. Develops, maintains and periodically test plans that will minimize the effects of man-made or natural disaster within the County.
14. Assist the EM Director in the preparation and review of disaster plans for the community; including but not limited to hospitals, nursing homes, and assisted living facilities for compliance with state criteria.

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15. Assist the EM Director in the preparation and review of disaster plans for the community; including but not limited to hospitals, nursing homes, and assisted living facilities for compliance with state criteria.
16. Responsible for the maintenance and review of the county's Comprehensive Emergency Management Plan (CEMP). The CEMP is the document that guides the numerous various local agencies that together guide the planning and response to all emergencies in the County.
17. Establishes and provides for the continuity of County government in a disaster situation. Prepares and implements natural disaster plan and survival plan.
18. Develops and improves plans to affect recovery in the post-disaster period and programs to render support to state and federal government in their survival and recovery efforts.
19. Maintains liaison and conducts conferences with other emergency management organizations as well as, State and Federal agencies in the clarification and coordination of emergency procedures and operating policies.
20. Develops and maintains additional local emergency response plans as required. Informs and coordinates with municipal, local, regional and state representatives regarding available training opportunities.
21. Functions as Division representative to local emergency management/preparedness boards to include Local Emergency Planning Committee. Functions as Public Safety Department representative to the County Safety Committee.
22. Confers and coordinates with other agencies regarding standards, needs, and project planning.
23. Performs varied related statistical duties and reports.
24. Develop and maintain emergency communications capabilities for the Emergency Operations Center (EOC).
25. Maintain the emergency alert notification system for the EOC.
26. Investigates and reports major problems, deficiencies, or complaints to the EM Director.
27. Assist other emergency service providers in tracking possible problems brought up from citizen complaints.
28. Responsible for maintaining County special needs registry, shelter assignments, and coordinating special needs sheltering. This includes attending meetings with the Special Needs Committee.
29. Provides guidance to applicants, family members or health care agencies when the condition of the applicant exceeds the capabilities of the special needs shelter.
30. Receives, analyzes, and processes applications from persons requiring evacuation and sheltering during emergencies.
31. Assists in public education presentations throughout the county regarding emergency management programs. Maintains educational materials for public distribution.
32. Attend regular training meetings and conferences for emergency management to obtain latest information pertaining to local programs.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

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MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of local, federal and state laws and regulations relative to organizing and maintaining a disaster preparedness program. Knowledge of practices and techniques in counseling. Knowledge of departmental policies, rules and regulations. Knowledge of governing laws and ordinances. Knowledge of the geography of the County and local area and have resources available for disaster and other emergencies. Knowledge of the organization and functions of the county, state and federal enforcement, regulating and licensing agencies. Ability to establish and maintain effective working relationships. Ability to enlist and retain the respect, confidence and cooperation of officials, civic groups and the general public. Ability to prepare and direct the preparation of comprehensive reports, budgets, departmental materials, correspondence and programs. Ability to travel, both in and outside of Hardee County to attend meetings, training events or conferences. Will need to have exceptional knowledge of both office software and reporting programs related to emergency management field. Additionally, the candidate will have an understanding of the Incident Command System (ICS) as it relates to emergency management. Will need the ability to work independently for extended periods of time with little direct supervision.

EDUCATION AND EXPERIENCE:

Graduation from an accredited two – year college or university and four (4) years full-time administrative or planning work experience, or full-time work experience may be substituted on a year-to-year basis for college requirements. Have completed or will complete within 90 days of employment the following ICS courses; I-100, I-200, I-700.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

SPECIAL REQUIREMENTS:

Appointee shall agree to participate in specialized Emergency Management training programs prescribed by the Division of Emergency Management of the State of Florida; must be free from any disability, which might jeopardize performance of duty in emergency and disaster situations.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Appointee shall agree to be willing to work toward completion of the FEMA professional development series for Emergency Management Professionals.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to communicate orally and in writing.

ENVIRONMENTAL CONDITIONS:

While the majority of work is carried out inside an office environment, some duties and circumstances may require work outside in varied environmental conditions.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Approved by BOCC 2/16/2012

Revised & approved by Co. Manager 7/17/2015