



Emergency Management Coordinator 1

Category: Classified
Pay Grade: C23
Job Code: 10900

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs specialized program management work involving all aspects of emergency management for County government; performs difficult and advanced duties in disaster preparedness planning and assists managers in coordinating multiple phases of the Pinellas County Emergency Management program, such as preparedness, response, recovery, mitigation, and continuity of governmental services; acts as a designated manager supervising subordinate staff when the Emergency Operations Center is activated or when official assignments require; handles developing and coordinating emergency plans and procedure for disaster situations, training individuals, evaluating exercises and groups, as well as serving as a County representative/liaison to a variety of federal, state, regional, and local agencies associated with emergency management efforts.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, organizes, and administers Public Healthcare Emergency Preparedness activities;
- Prepares, updates, edits, and analyzes plans standard operating procedures and checklists for all hazards in the areas of preparedness, response, recovery, and mitigation;
- Prepares a Threat and Hazard Identification and Risk Assessment (THIRA);
- Coordinates and communicates plans and procedures to the state, other counties, municipalities, County departments, and other disaster response agencies;
- Manages emergency operations, supervising the staff of the emergency operations center under the direction of the department director or County administrator/assistant;
- Assists municipalities and County departments in preparing disaster plans;
- Conducts training and exercises on a broad range of mission related assignments;
- Represents the Emergency Management Department to a variety of federal, state, regional, and local agencies;
- Liaisons and coordinates with the local municipalities or Fire Districts;
- Acts as lead on the Special Needs Evacuation Program and the Citizen Information Center;
- Maintains information on dialysis facilities;
- Oversees shelter planning and operations;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

An Associate's degree in a related field plus two (2) years of directly related specialized experience (education cannot substitute for the required two (2) years of work experience) in emergency management, public safety operations, emergency preparedness, and response or related field; or an applicant designated as a Florida Professional Emergency Manager (FPEM) or a Certified Emergency Manager (CEM); or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate may be required to possess and maintain an International Association of Emergency Managers or Florida Emergency Preparedness Association certification.
- Depending on area of assignment, employee's name must not appear on the Health & Human Services exclusion list.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of project management, timelines, and plan development;
- Knowledge of communications systems, computer applications, and software utilization;
- Knowledge of federal, state, and County regulations as they apply to the Emergency Management Program and emergency planning;
- Knowledge of standard office procedures and practices.
- Ability to plan and complete projects within deadlines;
- Ability to establish and maintain effective working relationships with County agencies, civic groups, and other interested organizations;
- Ability to apply computer applications and software;
- Ability to keep records and to prepare and submit reports;
- Ability to present interesting and effective talks on Emergency Management topics;
- Ability to speak and write effectively;
- Ability to work long shifts over extended periods of time during an emergency situation;
- Ability to oversee the implementation of telecommunications systems and computer hardware or network systems.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.