



Emergency Management Coordinator 2

Category: Classified
Pay Grade: C27
Job Code: 10910

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 highly specialized analytical, technical, and administrative work involved in logistics, operations, planning, programming, coordinating, and promoting all aspects of countywide emergency efforts for all-hazards disasters; provides leadership, direction, and guidance to personnel inside and outside the immediate organization regarding planning, education, warning and notification, and technological integration; performs programming and planning under local, State of Florida, and federal guidelines; performs difficult and advanced duties in disaster preparedness planning and assists the director and operations manager in coordinating specific elements and phases of the Emergency Management program.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Provides leadership to professional staff in the department including monitoring goals and objectives and conducting performance appraisals;
- Manages staff tasking, projects, tracking, and project status, as well as metrics;
- Manages volunteers and interns and ambassador program;
- Coordinates cyber planning across the enterprise and community organizations;
- Researches emerging technologies for integration into emergency plans and operations;
- Manages department outreach and education programs and efforts;
- Develops and initiates specific emergency messaging for the department and serves as department liaison to County departments and community partners for critical information during emergency operations;
- Provides budget input to department director;
- Provides cross-agency support to the County affiliates including collaboration on county-wide technology solutions;
- Provides technical expertise and assistance to co-workers, other internal departments, and the general public related to complex GIS software;
- Develops methods to improve interoperability, integrate crowd sourcing, and better leverage technology through all phases of the disaster management life cycle;
- Performs research, prepares business systems flow diagrams, develops record layouts, design forms and specifications, and develops systems procedures and design documents;
- Coordinates and assists with preparation, updating and analyzing plans and programs for all possible hazards in the areas of preparedness, response, recovery, and mitigation;
- Coordinates and assures communication of plans and procedures with the state, other counties, municipalities, County departments, and other disaster response agencies;
- Analyzes and responds to requests for information and assistance and prepares reports or correspondence to the state, Federal Emergency Management Agency (FEMA) municipalities, County departments, and other disaster related agencies;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Five (5) years of experience that includes three (3) years of directly related experience in the job's specific field or assignment (such as team leader of multiple emergency personnel, emergency management, public safety operations, emergency preparedness and response, emergency management information systems, geographic information systems, public education and outreach, or other emergency management area of assignment); or an Associate's degree in marketing, political science, public administration, computer science, or related field and three (3) years of directly related experience (education cannot substitute for the required three (3) years' work experience); 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.
- An applicant designated as a Florida Professional Emergency Manager (FPEM) or a Certified Emergency Manager (CEM).
- 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 policies and principles of emergency management and ability to apply this knowledge in varied work situations;
- 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 the functions, goals, and structure of existing community programs;
- Knowledge of functions, activities, requirements, procedures, objectives, and regulations of the specific program/functional area to which assigned;
- Knowledge of the principles and practices of public relations program management;
- Knowledge of standard office procedures and practices;
- Knowledge of Geographic Information Systems.
- Skill in public speaking and ability to tactfully deliver accurate and understandable counsel, in response to inquiries or complaints;
- Skill with database web applications;
- Skill with HTML, JavaScript, .NET, ASP.NET, SQL;
- Skill in verbal and written communication, and interpretation of unclear instructions or information.
- Ability to establish and maintain effective working relationships with municipal, County, civic, state, federal, and other interested organizations;
- Ability to plan, organize, direct, coordinate, and manage the work of professional employees;
- Ability to communicate clearly and concisely, both orally and in writing;
- Ability to work long shifts over extended periods of time during an emergency situation;
- Ability to delegate work and direct the efforts of other personnel;
- Ability to apply computer applications and software.

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.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- 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.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- 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.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- 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.