

# DIRECTOR, EMERGENCY MANAGEMENT

Job Code	Pay Grade
10980	SM3a

## Nature of Work

This is advanced specialized, supervisory, and administrative work involved in planning, programming, budgeting, coordinating, and promoting all aspects of county-wide emergency efforts in the event of a disaster. Programming and planning are done under the guidelines of the Federal Emergency Management Agency and State Bureau of Disaster Preparedness. An employee in this class performs the more difficult and advanced duties in disaster preparedness planning and is responsible for coordinating specific phases of the Emergency Management program such as resources, sanitary engineering, transportation activities, and continuity of governmental services. Work is performed in accordance with established policies and procedures and involves the use of considerable independent judgment, initiative, and tact in dealing with individuals, businesses, and military organizations and various civic groups. Supervision is exercised over subordinate personnel, various public/private/non-for-profit organizations, volunteer groups, and other interests. The incumbent reports to a senior manager or designee.

## Minimum Qualification Requirements

- 8 years of directly related specialized experience in emergency management, public safety operations, emergency preparedness and response, or related field that includes 1 year of supervision, lead worker, or supervisory development with responsibility for multiple emergency management staff; or
- Bachelor's degree in emergency management, or a related field and 4 years experience as described above; or
- An applicant designated as a Florida Professional Emergency Manager (FPEM) or a Certified Emergency Manager (CEM) plus 1 year as a manager or supervisor for emergency management; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- 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.
- Employee's name must not appear on the Health & Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Develops and updates emergency plans on preparedness, response, recovery and mitigation for all possible disasters that could affect Pinellas County.
- Coordinates/communicates these plans with county departments, municipalities, adjacent counties and the state.
- Manages the county's response to disaster including supervision of the emergency operations center staff.
- Serves as county's agent for federal disaster cost recovery assistance programs.
- Administers grant programs to enhance emergency management programs and activities.
- Develops and monitors the department's budget.
- Supervises professional and clerical staff by making hiring/firing decisions, conducting performance appraisals, training, scheduling, and review of work accomplished.
- Develops exercises/drills to test emergency plans and procedures.
- Makes speeches to community organizations to further the Emergency Management Program and disaster preparedness in the county.
- Assists in the preparation, coordination, and review of disaster plans for hospitals, nursing homes, schools, and private industry.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- Performs related work as assigned or required.

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### Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of public administration.
- Knowledge of federal and state disaster programs, policies and procedures.
- Knowledge of weather principles and affects of hurricanes/tornadoes.
- Knowledge of affects of hazardous materials to include vulnerability zones, protective measures and impact on health and the environment.
- Knowledge of communications systems, principals and procedures.
- Knowledge of government budgeting procedures and the ability to apply this knowledge.
- Knowledge of the purposes and functions of volunteer work programs in Emergency Management.
- Ability to apply computer applications and software.
- Ability to write and speak clearly and concisely.
- Ability to work under pressure for extended periods.
- Ability to interact with senior government officials.
- Ability to prioritize and make quick decisions.
- Ability to manage multiple projects and meet deadlines.
- Ability to obtain consensus/support for plans and procedures county-wide.
- Ability to present interesting and effective talks on Emergency Management topics, thereby stimulating interest and promoting program goals.
- Ability to speak and write effectively.
- Ability to establish and maintain effective working relationships with governmental agencies, civic groups, and other interested organizations.
- Ability to conduct research and develop emergency preparedness plans.

For official use only

Revised	EEOC Code	Overtime Code
2/12	Officials & Managers	Exempt