



Emergency Management Specialist

Category: Classified
Pay Grade: C21
Job Code: 10890

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 and operational work developing, coordinating, and implementing plans, programs, and systems for disaster preparedness and emergency management; assists in developing and maintaining programs for the County for natural, man-made, and technological disasters; updates and coordinates local plans to complement the Pinellas County Comprehensive Emergency Management Plan; prepares, coordinates, and delivers training along with local and regional Emergency Management organizations; makes regular contact with representatives of a variety of government, not-for-profit, volunteer agencies, businesses, and the public.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Provides assistance in coordinating and directing Emergency Management Operations during County disaster situations;
- Attends meetings, conferences, and workshops related to emergency management/disaster preparedness and produces appropriate status reports;
- Responds to inquiries from the public and partner agencies;
- Maintains liaison with municipalities, County departments, and other agencies;
- Coordinates the development, maintenance, and implementation of the Multi-Year Training and Exercise Plan (MYTEP) and in accordance with Readiness Training Identification and Preparedness Planning (RTIPP) principles;
- Develops programs, updates plans, and coordinates area plans with the County plan;
- Assures operational capability of equipment through inspection and tests;
- Assists in coordination of the countywide public shelter plan and special needs program;
- Reviews medical and health facility plans and manages overall review program;
- Directs volunteers in assisting with emergency management projects;
- Provides Disaster Preparedness outreach to local groups;
- Maintains warning and notification systems;
- Acts as an administrator for the department's WebEOC and SharePoint systems;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

An Associate's degree in emergency management or a directly related field; or two (2) years of directly related specialized experience (that can include formal experiences as a volunteer) 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 to possess and maintain certification as a Florida Professional Emergency Manager.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position within the same organization or department.
- 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 federal, state, and local emergency management programs;
- Knowledge of natural hazards and mitigation measures;
- Knowledge of public administration as applied to emergency management, public safety, medical, and social services;
- Knowledge of project management, timelines and plan development;
- Ability to apply computer applications and software;
- Ability to be creative, solve problems, and make decisions;
- Ability to communicate effectively, both orally and in writing;
- Ability to present ideas clearly and concisely and plan, assign, and direct work of others;
- Ability to work under stressful situations for extended periods.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- 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.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- 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.
- 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.