



Emergency Management Operations Manager

Category: Exempt
Pay Grade: E26
Job Code: 10978

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 advanced administrative, supervisory, and technical work, supporting and assisting the Director, Emergency Management in the daily operations of the department; participates in the organization, planning, directing, coordinating, and monitoring of all Emergency Management programs; performs 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, continuity of governmental services, and homeland security needs.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Assists the director in the effective operation of the department, which includes the oversight of payroll, purchasing, contract negotiations and monitoring, budgeting, report management, and supervision of assigned staff;
- Initiates and manages grants to enhance emergency management programs and activities;
- Develops, updates, monitors, assists, and delivers department plans where necessary;
- Oversees and coordinates Outreach and Education programs;
- Coordinates and communicates these plans with County departments, municipalities, adjacent counties, and the state;
- Assists and supports the director with participation in various homeland security initiatives and groups such as Tampa Bay UASI, MMRS, and RDSTF;
- Assists and supports the director with managing the County's response to disaster including supervision of the Emergency Operations Center, Resource Management Group, and Citizens Information Center staff;
- Assists and supports the director with management of the County's federal and state disaster cost recovery efforts;
- Assists in the development and monitoring of the department's budget;
- Serves as director in the absence of the director or as assigned;
- Deliver speeches to community and civic organizations to further the Emergency Management Program and disaster preparedness in the County;
- Coordinates the activities and deployment of County volunteer personnel in support of Emergency Management programs or disaster response;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Five (5) years of professional work experience in emergency management, public safety, emergency preparedness and response, or related field, supervision or supervisory training; or a Bachelor's degree in emergency management or related field and one (1) year of experience as described above; or an Associate's degree in emergency management or related field and three (3) years of experience as described above; 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.
- 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 the principles and practices of public administration;
- Knowledge of federal and state disaster programs, policies, and procedures;
- Knowledge of federal and state homeland security policies, procedures, and capabilities;
- Knowledge of hazardous weather principles and their effects on humans and property, specifically Tropical Weather Systems, Tornadoes, torrential rainfall, and drought;
- Knowledge of effects of hazardous materials to include vulnerability zones, protective measures, and impact on health and the environment;
- Knowledge of effects of Weapons of Mass Destruction including chemical, biological, radiological, nuclear, and explosive agents, 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 purpose, function, and effective utilization of volunteer human resources in Emergency Management;
- Ability to write and speak clearly, concisely, and effectively;
- Ability to work under pressure for extended periods;
- 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 that stimulate interest in and promote program goals;
- 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;
- Ability to use small office equipment and computers;
- Ability to implement new technology 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.
- 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.
- 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 an environment where errors can lead to significant physical or mental consequences for self or others.