

EMERGENCY MANAGEMENT SPECIALIST

Job Code	Pay Grade
10890	CL14

Nature of Work

This is highly specialized and operational work developing, coordinating and implementing plans, programs and systems for disaster preparedness and emergency management. Employees in this class assist in developing and maintaining programs for the Pinellas County for natural, man-made and technological disasters. Employees update and coordinate local plans to complement the Pinellas County Comprehensive Emergency Management Plan. Incumbents prepare, coordinate, and deliver training along with local and regional Emergency Management organizations. Employees make regular contact with representatives of a variety of government, not-for-profit, volunteer agencies, businesses, and the public. The incumbent works independently; however, guidance is obtained from more senior staff on complex problems and policy matters. The incumbent reports to a supervisor or designee.

Minimum Qualification Requirements

- Associate's degree in emergency management or a directly related field; or
- 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.

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.
- 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 (such as Emergency Management Coordinator) 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are 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.
- Maintains liaison with municipalities, county departments and other agencies.
- 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, special needs program.
- Reviews medical/health facility plans and manages overall review program.
- Directs volunteers in assisting with emergency management projects.
- Provides Disaster Preparedness outreach to local groups.
- Performs related work as assigned or required.

EMERGENCY MANAGEMENT SPECIALIST (continued)

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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, timeline 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.

For official use only

Revised	EEOC Code	Overtime Code
2/12	Professionals	Classified