

EMERGENCY MANAGEMENT COORDINATOR

Job Code	Pay Grade
10900	CL16

Nature of Work

This is specialized program management work involving all aspects of emergency management for Pinellas County Government. An incumbent in this class independently performs difficult and advanced duties in disaster preparedness planning and assists managers in coordinating multiple phases of the Pinellas County Emergency Management program, such as preparedness, response, recovery, mitigation and continuity of governmental services. The incumbent performs as a designated manager supervising Emergency Operations Center staff when activated or when official assignments require. Work includes developing and coordinating emergency plans and procedures for disaster situations, training individuals, evaluating exercises and groups, as well as serving as a Pinellas County representative/liaison to a variety of federal, State of Florida, regional, and local agencies associated with emergency management efforts. Employee must exercise initiative and considerable independent judgment in devising and implementing emergency response plans and completing other required tasks. An incumbent must also exercise tact and courtesy in frequent contacts with representatives of a wide variety of government, not-for-profit, business, and volunteer agencies and the public. The incumbent reports to the Director, Emergency Management, senior manager or designee.

Minimum Qualification Requirements

- Associate's degree in a related field plus 2 years of directly related specialized experience (education cannot substitute for the required 2 years work experience) 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 may be required to possess and maintain an International Association of Emergency Managers or Florida Emergency Preparedness Association certification.
- 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.)

- Prepares, updates, edits and analyzes plans, standard operating procedures and checklists for all hazards in the areas of preparedness, response, recovery and mitigation.
- Coordinates and communicates plans and procedures to the state, other counties, municipalities, county departments and other disaster response agencies.
- Manages emergency operations, supervising the staff of the emergency operations center under the direction of the operations manager or department director.
- Assists municipalities and county departments in preparing disaster plans.
- Conducts training and exercises on a broad range of mission related assignments.
- Represents the Emergency Management Department to a variety of federal, state, regional and local agencies.
- Performs related work as assigned or required.

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Knowledge, Skills, and Abilities

- Knowledge of project management, timelines and plan development.
- 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 standard office procedures and practices.
- Ability to plan and complete projects within deadlines.
- Ability to establish and maintain effective working relationships with county agencies, civic groups, and other interested organizations.
- Ability to apply computer applications and software.
- Ability to keep records and to prepare and submit reports.
- Ability to present interesting and effective talks on Emergency Management topics.
- Ability to speak and write effectively.
- Ability to work long shifts over extended periods of time during an emergency situation.

For official use only

Revised	EEOC Code	Overtime Code
11/13	Officials & Managers	Classified