

# EMERGENCY MANAGEMENT COORDINATOR, SENIOR

Job Code	Pay Grade
10910	CL19

## Nature of Work

This is highly specialized analytical, technical, and administrative work involved in logistics, operations, planning, programming, coordinating, and promoting all aspects of countywide emergency efforts for all-hazards disasters. The incumbent provides leadership, direction, and guidance to personnel inside and outside the immediate organization regarding planning, education, warning and notification, and technological integration. Programming and planning are done under local, State of Florida, and federal guidelines. An employee in this class performs difficult and advanced duties in disaster preparedness planning and assists the director and operations manager in coordinating specific elements and phases of the Emergency Management program. Work is performed in accordance with established policies and procedures and involves the use of independent judgment, initiative and tact in dealing with officials, representatives, individuals, businesses, organizations and governmental agencies. The position reports to the department director or designee.

## Minimum Qualification Requirements

- 5 years of experience that includes 3 years of directly related experience in the job's specific field or assignment (such as team leader of multiple emergency personnel, emergency management, public safety operations, emergency preparedness and response, emergency management information systems, geographic information systems, public education and outreach, or other emergency management area of assignment); or
- Associates degree in marketing, political science, public administration, computer science or related field and 3 years of directly related experience (education cannot substitute for the required 3 years work experience); 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.
- An applicant designated as a Florida Professional Emergency Manager (FPEM) or a Certified Emergency Manager (CEM).
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities and credentials relevant to a position.
- Employee's name must not appear on the Health & Human Services exclusion list.

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

- Provides leadership to professional staff in the department including monitoring goals and objectives and conducting performance appraisals.
- Manages staff tasking, projects, tracking and project status; as well as metrics.
- Coordinates cyber planning across the enterprise and community organizations
- Researches emerging technologies for integration into emergency plans and operations.
- Manages department outreach and education programs and efforts.
- Develops and initiates specific emergency messaging for the department as well as serve as department liaison to county departments and community partners for critical information during emergency operations.
- Provides budget input to department director.
- Provides cross-agency support to Pinellas County affiliates including collaboration on county-wide technology solutions.
- Provides technical expertise and assistance to co-workers, other internal departments, and the general public related to complex GIS software.
- Develops methods to improve interoperability, integrate crowd sourcing and better leverage technology through all phases of the disaster management life cycle.
- Performs research, prepares business systems flow diagrams; develops record layouts; design forms and specifications; develops systems procedures and design documents.

## EMERGENCY MANAGEMENT COORDINATOR, SENIOR (continued)

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### Illustrative Tasks (continued)

- Coordinates and assists with preparation, updating and analyzing plans and programs for all possible hazards in the areas of preparedness, response, recovery, and mitigation.
- Coordinates and assures communication of plans and procedures with the state, other counties, municipalities, county departments, and other disaster response agencies.
- Analyzes and responds to requests for information and assistance; prepares reports or correspondence to the state, Federal Emergency Management Agency (FEMA) municipalities, county departments and other disaster related agencies.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of policies and principles of emergency management and ability to apply this knowledge in varied work situations.
- 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 the functions, goals and structure of existing community programs.
- Knowledge of functions, activities, requirements, procedures, objectives and regulations of the specific program/functional area to which assigned.
- Knowledge of the principles and practices of public relations program management.
- Knowledge of standard office procedures and practices.
- Knowledge of Geographic Information Systems.
- Skill in public speaking and ability to tactfully deliver accurate and understandable counsel, in response to inquiries or complaints.
- Skill with database web applications.
- Skill with HTML, JavaScript, .NET, ASP.NET, SQL.
- Skill in verbal and written communication, and interpretation of unclear instructions or information.
- Ability to establish and maintain effective working relationships with municipal, county, civic, state, federal, and other interested organizations.
- Ability to plan, organize, direct, coordinate, and manage the work of professional employees.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work long shifts over extended periods of time during an emergency situation.
- Ability to delegate work and direct the efforts of other personnel.
- Ability to apply computer applications and software.

For official use only

Revised	EEOC Code	Overtime Code
10/15	Officials & Managers	Classified