

EMERGENCY MANAGEMENT OPERATIONS MANAGER

Job Code	Pay Grade
10978	SM6

Nature of Work

This is advanced administrative, supervisory and technical work, supporting and assisting the Director of Emergency Management in the daily operations of the department. Programming and planning are done under the guidelines of the Department of Homeland Security, Federal Emergency Management Agency and State Division of Emergency Management. Work involves the responsibility for participating in the organization, planning, directing, coordinating, and monitoring of all Emergency Management programs. An employee in this class 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. Work is performed under general supervision in accordance with established policies and procedures and involves the use of considerable independent judgment, initiative, and tact in dealing with individuals, businesses, public safety agencies, military organizations and various civic groups. The position reports to the Director Emergency Management or designee.

Minimum Qualification Requirements

- 6 years of directly related specialized experience in emergency management, public safety operations, emergency preparedness and response or related field that includes team leader, supervision or supervisory training in emergency management operations; or
- Associate's degree in emergency management or a related field and 4 years 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.

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.
- 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.)

- 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.

EMERGENCY MANAGEMENT OPERATIONS MANAGER (continued)

Job Code	Pay Grade
10978	SM6

Illustrative Tasks (continued)

- Assists in the development and monitoring of the department's budget.
- Serves as director in the absence of the Director or as assigned.
- Delivers 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 related work as assigned or required.

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 affects on humans and property; specifically Tropical Weather Systems, Tornadoes, torrential rainfall, and drought.
- Knowledge of affects of hazardous materials to include vulnerability zones, protective measures and impact on health and the environment.
- Knowledge of affects 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.

For official use only

Revised	EEOC Code	Overtime Code
2/12	Officials & Managers	Exempt