

UNIFIED PERSONNEL SYSTEM

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Peggy Rowe
 Director

TO: The Honorable Chair and Members
 Of the Unified Personnel Board

FROM: Peggy Rowe, Director of Human Resources *me*

SUBJECT: Additions, Title Change, Revision and Deletions of Class Specifications

DATE: February 28, 2013

As part of the Human Resources Department's ongoing project to revise the class specifications within the Pay & Classification Plan, it is recommended that the following class specifications be revised to reflect current duties and responsibilities. These changes are housekeeping in nature.

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
18912	Clerk's Technology, Chief Information Officer	150
19238	CCC Chief Project Officer	150
16368	Environmental Services Manager	SM5a
20268	Organizational Development & Training Officer	SM5b

TITLE CHANGE

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
11044	Senior Office Specialist	Office Specialist, Senior	CL8

REVISION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
10978	Emergency Management Operations Manager	SM6

DELETIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
02530	Assistant Director, Environmental Management	SM3b
21999	Director, Veterans Services	SM6

PR/JL/gjc
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PINELLAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
MEMBER-PINELLAS PARTNERSHIP FOR A DRUG FREE WORKPLACE

CLERK'S TECHNOLOGY, CHIEF INFORMATION OFFICER

Job Code	Pay Grade
18912	150

Nature of Work

This is highly responsible technical, administrative, and managerial work directing, planning, developing, coordinating, implementing and monitoring the technology initiatives of the overall operation of Pinellas County's Clerk of the Circuit Court (CCC). An employee in this position is responsible for tactical oversight, strategic planning, project management, and facilitating and coordinating with divisions and departments throughout the organization. The incumbent applies comprehensive business technology experience to achieve more efficient and effective business operations. The incumbent exercises considerable latitude for individual initiative and judgment for organizational project planning and for lending guidance on technological projects. Work involves responsibility for creating, initiating, performing and managing a variety of professional and technical tasks and activities in support of operational initiatives. Work involves consultation with managers, supervisors, and employees to coordinate technology plans and operations with department processes and prepares deliverable and milestone schedules and action plans for initiatives. An employee in this class exercises considerable independent judgment, discretion and initiative in planning and directing the work of managerial, professional, technical, supervisory and clerical employees and in making highly technical decisions. The incumbent plans, assigns, and reviews the work of others as well as oversees major project initiatives. Work is performed under the direction of the Clerk of the Circuit Court with considerable latitude for individual initiative and judgment. The position reports to the Clerk of the Circuit Court or designee.

Minimum Qualification Requirements

- 10 years of progressively and highly responsible management level information technology experience working with a comprehensive range of advancements to business technology implementing projects that includes 5 years experience in a senior level administrative or managerial capacity; or
- Bachelor's degree in computer science, management information systems, business administration, or related degree and 6 years experience in production support, project management or application development that includes 5 years experience as described above; 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 demonstrate competence and/or possess certifications in one or more specific IT functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Manages and facilitates CCC information technologies (IT) coordination functions and programs with Chief Deputies and the Clerk to monitor and implement IT related efforts and projects.
- Develops short and long range plans for CCC IT business technology systems service to ensure efficient and effective CCC operations and sets goals and implements action plans for the Clerk's Technology department.
- Plans, assigns, directs and exercises general supervision to assigned personnel for subordinates and others engaged in a variety of CCC IT business related technology.
- Serves as the primary internal and external expert and official for the CCC IT customer base and ensures effective IT security processes.
- Communicates and recommends IT initiatives and advancements to senior managers.
- Champions IT advancements and changes to effectively manage the implementation of new IT systems and processes.
- Maintains and develops working relationships with internal and external business partners.
- Mentors, consults, and assists directors and departmental managers to ensure resources are appropriately assigned for IT related operations.
- Applies an expert awareness and knowledge of current business processes to align with CCC related IT technologies.

CLERK'S TECHNOLOGY, CHIEF INFORMATION OFFICER (continued)

Job Code	Pay Grade
18912	150

Illustrative Tasks (continued)

- Reinforces team approach throughout practice both on client projects and internal initiatives.
- Plans, manages and oversees the work of technical employees; prepares performance reviews, hires and works with staff to identify training needs.
- Oversees CCC IT-related purchasing and budget matters.
- Supports and solicits input from team members at all levels within the organization.
- Lends expertise to internal teams and task forces.
- Oversees development schedule of proposed systems with appropriate staff and implementation of finished projects.
- Oversees the gathering of requirements for system needs from departments for technology initiatives.
- Coordinates with technical support applications and operations staff to achieve an efficient environment that meets the Clerk's office's current and future business objectives.
- Identifies potential areas where existing policies and procedures require change, or where new ones need to be developed; recommends, and implements IT solutions to improve organizational performance.
- Takes action and initiates new directions for research and recommends new technologies.
- Exercises staff oversight to ensure new operation plans, policies, procedures, and transition/migration plans are consistent with the organization's overall goals and objectives.
- Maintains knowledge and awareness of current technological developments in the field of IT business technology.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the technical areas of information technology, such as telecommunications, central processors, peripheral equipment, hardware, and related matters.
- Knowledge of principles and procedures of advanced project management.
- Knowledge of IT architecture, administration, infrastructure and tools for Oracle and other relational database technologies.
- Knowledge of governmental budgeting, expense control, county fiscal policies and procedures and generally accepted accounting practices.
- Knowledge of general and advanced IT management practices and principles.
- Knowledge of county regulations, policies and procedures related to the personnel system.
- Skilled in management of interpersonal relationships, organizational change, group communication, team building, facilitating change, networking, and negotiating change.
- Skill in business analysis, organization dynamics, and management decision making processes.
- Ability to serve as a strong team player demonstrating leadership and maintaining a positive work environment.
- Ability to present oral and written comments and recommendations clearly and concisely.
- Ability to perform the function of consultant to the county on technical areas such as telecommunications, micro to mainframe processing, support software and applications systems.
- Ability to manage staff of technical employees.
- Ability to interact with staff at all organizational levels as well as internal and external customers.
- Ability to coordinate activities associated with the operation and/or support of highly integrated IT systems.
- Ability to conduct investigations and to prepare accurate analyses for reporting purposes.
- Ability to communicate effectively with departmental employees, vendors, other county employees, and others interacting directly with the agency, verbally or in writing.

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Created	EEOC Code	Overtime Code
3/13	Officials & Managers	Exempt

CCC CHIEF PROJECT OFFICER

Job Code	Pay Grade
19238	150

Nature of Work

This is professional project administrative and leader work coordinating and performing senior level tasks involving complex field and/or office work to support major departments, public works, utilities, construction, major acquisitions or other related projects and programs. Duties may involve a variety of disciplines including major activities, programs, and operations involving hands-on budget, contract administration, administrative tasks, project breakdown structure planning, tracking performance, and financial management tasks. An incumbent in this class performs as a project administrator, leader, or may supervise. Assignments and duties impact finance/budget business/administrative systems, workforce management, contractor oversight, or other formally defined work segment, operation, or program initiative. Duties include a heavy emphasis on professional support to senior management. Duties involve coordinating assigned projects or programs with county staff, various municipalities, consultants, public agencies, private contractors, and subcontractors. Employees in this classification develop and implement major program policies, guidelines, and procedures governing large projects or programs with a minimum of supervision. The incumbent coordinates and monitors assignments and projects from initiation through delivery. The incumbent ensures targets and requirements are met and that assignments, projects, operations, or services are completed and delivered on schedule and within budget. The incumbent works closely with various internal and external organizations and officials to ensure successful completion of assigned responsibility. Duties may involve monitoring and coordinating all aspects of assigned projects or programs with county staff, consultants, various municipalities, public agencies, and private contractors. The incumbent assists in developing program guidelines and procedures while implementing and maintaining programs with minimal supervision. The incumbent reports to a bureau director, department director, senior manager, or designee.

Minimum Qualification Requirements

- 8 years of technical and professional level experience in the assigned subject matter area of responsibility that includes 1 year of supervision or supervisory training; or
- Bachelor's degree in project management, business, finance, public administration, planning, information technology, or a related field and 4 years experience as described above; or
- Master's degree and 2 years experience as described above; 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.
- Certification in assigned subject matter area of responsibility and/or project management.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are only examples and are not all inclusive)

- Plans and implements projects, finances, budget, resources; integrates operations/systems and related activities or processes to accomplish assigned missions that may also involve responsibility for highly technical matters.
- Integrates administrative improvements by supporting operations, finance, budget, and other processes.
- Defines requirements and operating plans taking a lead role in administrative support to senior management.
- Plans and assesses assigned operations and related costs, design, performance, maintenance, administrative systems necessary to achieve goals of projects and assignments.
- Researches and gathers required data to evaluate objectives, goals, and scope of projects and specifications.
- Coordinates and manages assignments and projects as assigned including the planning and operations phases that may include design, development, testing, implementation, production, and normal operations.

CCC CHIEF PROJECT OFFICER (continued)

Job Code	Pay Grade
19238	150

Illustrative Tasks (continued)

- Estimates time frames, quality; identifies sources and quantity of resources required to successfully implement assignments, projects, and activities.
- Oversees projects and creates reports for upper management.
- Ensures projects progress on schedule and addresses any delays, resolving problems in a timely manner.
- Evaluates and inspects progress on assigned subject matter area of responsibility, monitors progress, and reports to senior management.
- Coordinates the strategic planning process for the development and implementation of integrated strategic plans, policies, and processes.
- Analyzes results, monitors progress, evaluates changes, and negotiates change management implementation.
- Develops and establishes appropriate communications and manages a proactive approach to information dissemination to all levels of county employees.
- Examines and evaluates best practices of other departments, governments, agencies, or private sector organizations for potential departmental process improvements.
- Leads or participates in cross functional project teams.
- Monitors and evaluates the planning activities and status of implementation to ensure that the department is following the direction established during strategic planning.
- Monitors progress on subject matter assignments, special projects, services, operations, construction, or other activities in accordance with established requirements and schedules.
- May supervise employees on a regular or intermittent basis.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of public administration principles and practices.
- Knowledge of budget, finance, and project management systems.
- Knowledge of automated project management documentation, tracking, and control processes.
- Knowledge of building design and construction procedures.
- Knowledge of general management practices and principles.
- Knowledge of principles and procedures of public administration and project management.
- Skill at identifying, analyzing and isolating problems, and problem resolution.
- Skill in interpersonal skills, communications, team building, facilitation, networking and negotiations.
- Ability to coordinate, lead, and supervise work completed or performed by others.
- Ability to apply computer applications and software.
- Ability to coordinate and resolve issues arising during the course of project delays in business, operations or construction activities.
- Ability to facilitate management level teams and bring the teams to consensus.
- Ability to manage and organize major projects and programs.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.

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Created	EEOC Code	Overtime Code
3/13	Professionals	Exempt

ENVIRONMENTAL SERVICES MANAGER

Job Code	Pay Grade
16368	SM5a

Nature of Work

This is highly complex analytical work managing the county's Coastal Management Program and the Environmental Monitoring and Ecological Services Units for the Watershed Section of the Department of Environment and Infrastructure (DEI). An employee in this class is responsible for coordinating beach nourishment, inlet, dune walkover, and beach vegetation projects; ensuring compliance and proper management of stormwater facilities, lakes, and mitigation areas; and the development, implementation, and evaluation of environmental monitoring activities. Duties include ensuring stormwater systems and mitigation areas are environmentally sound, feasible and maintainable, developing and implementing habitat permitting for county projects, developing cost-effective and efficient procedures concerning beach nourishment and stabilization projects as well as navigational channel maintenance. General direction and policy guidance is received from the Section Manager. Day-to-day operations require the exercise of considerable independent action, initiative and judgment.

Minimum Qualification Requirements

- 8 years professional experience planning and coordinating environmental monitoring programs, stormwater facility, lake, and mitigation area management, coastal stabilization and beach nourishment projects, dune walkovers, beach vegetation projects, or closely related activities that includes responsible management experience, supervision, or supervisory training; or
- Associate's degree in physical, natural, or biological science, environmental engineering, coastal geology or coastal engineering, or a related field and 5 years experience as described above; or
- Bachelor's degree and 3 years experience as described above; 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.
- A Masters of Science degree in a related environmental field.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.
- 3 years of supervisory experience in the assigned field of environmental management.

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

- Plans and organizes the management of stormwater facilities, lakes, and county mitigation areas.
- Develops policies and procedures for environmental monitoring, ecological services, and coastal management functions.
- Ensures compliance with state and federal regulations related to environmental monitoring and mitigation areas.
- Develops management plans for various facilities.
- Develops and implements habitat permitting.
- Provides quality control services for stormwater, vegetation management, and urban forestry.
- Develops and implements environmental monitoring strategies to assess ecological health and compliance with regulations.
- Analyzes and interprets scientific data and develops technical reports.
- Coordinates local government beach nourishment planning efforts with local municipalities and federal and state agencies.
- Attends meetings representing the Watershed Section of DEI.
- Serves as liaison with the U.S. Army Corps of Engineers, the Florida Department of Environmental Protection, the Barrier Island Governmental Council (BIG-C), and the U.S. Coast Guard on issues pertaining to navigable waterways in Pinellas County.
- Performs related work as assigned or required.

ENVIRONMENTAL SERVICES MANAGER (continued)

Job Code	Pay Grade
16368	SM5a

Knowledge, Skills, and Abilities

- Knowledge of modern principles, practices, and methods of environmental management including advanced knowledge in specialized area of assignment.
- Knowledge of national, state, and local environmentally related laws, ordinances, codes, and regulations.
- Knowledge of modern office practices and procedures and the ability to plan and coordinate the work of engineers and contractors.
- Knowledge of the laws and Florida Statutes pertaining to area of assignment.
- Ability to apply computer applications and software.
- Ability to function as a team leader.
- Ability to supervise subordinate staff, participate in complex studies, analyze information, and formulate recommendations based upon findings.
- Ability to communicate effectively, orally and in writing, with all levels of management.
- Ability to testify in court as an expert witness.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

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Created	EEOC Code	Overtime Code
3/13	Professionals	Exempt

ORGANIZATIONAL DEVELOPMENT & TRAINING OFFICER

Job Code	Pay Grade
20268	SM5b

Nature of Work

This is highly responsible, professional and supervisory human resources work in assessing, planning, supervising, and directing training and development activities applied to highly important enterprise-wide projects and strategic initiatives. Responsibilities include; development and implementation of learning programs that improve organizational performance and promote leadership, coaching, training and continuing education at all levels of the organization. The incumbent's role includes capturing and analyzing data in order to determine organizational training needs and opportunities for greater knowledge sharing across the Unified Personnel System. This involves partnering with managers or other senior level leaders in order to align training and development programs with strategic goals and objectives. Work is performed under general direction with considerable latitude for individual initiative and judgment and is reviewed by observation of results achieved and periodic reports and conferences.

Minimum Qualification Requirements

- Bachelor's degree in human resources, organizational development, education, public administration, or directly related field and 4 years of professional human resources experience that includes 2 years leadership experience in organizational training and development; or
- Master's degree and 2 years leadership experience in organizational training and development; 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.

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

- Supervises professional and clerical staff engaged in the day-to-day operations of the organization's training and development initiatives.
- Partners with organizational leaders to identify needs for training and organizational development; develops and implements new trainings and improvement initiatives as needed.
- Advises senior leadership regarding initiatives and activities that promote maximum staff effectiveness and creates a positive impact on organizational performance.
- Plans, launches, monitors, and acts on long-range learning and improvement initiatives that are aligned with the organization's strategic goals.
- Designs and establishes benchmarks that measure the impact and effectiveness of organizational development programs on the organization's overall performance.
- Forges working relationships with internal and external stakeholders, including but not limited to, universities/colleges, public schools, private industry, government entities, etc.
- Coordinates and manages needs assessments of internal stake holders such as frontline leaders, individual contributors, support staff and others.
- Performs coaching, consulting, analysis, and assessment and measurement services to promote continual individual and organizational performance improvement.
- Identifies opportunities to share best practices and improve organizational effectiveness across units.
- Evaluates instructor performance and the effectiveness of training programs, providing recommendations for improvement.
- Performs related work as assigned or required.

ORGANIZATIONAL DEVELOPMENT & TRAINING OFFICER continued)

Job Code	Pay Grade
20268	SM5b

Knowledge, Skills, and Abilities

- Knowledge of methods and techniques of employee training; principles of course development and skill in designing training programs to meet needs of target audiences.
- Knowledge of the full spectrum of methods and alternatives for delivering learning solutions.
- Knowledge of methods, tools, and techniques for evaluating the effectiveness of learning intervention.
- Knowledge of approaches, tools, and techniques for working with individuals and groups in a constructive and collaborative manner.
- Knowledge of the process and tools for capturing, organizing, and using individual and departmental intellectual assets, such as competencies, best practices, etc.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and alignment of people and resources.
- Knowledge of customer services and performance improvement, interviewing skills, career development, and attitudinal modification.
- Knowledge of organizational development initiatives, strategies and methodologies.
- Knowledge of succession planning principles.
- Ability to implement change management practices.
- Ability to present ideas persuasively to internal and external audiences.
- Ability to encourage, motivate and guide individuals and teams in learning and improving effectiveness.
- Ability to contribute to operational, tactical, and strategic planning in support of the organization's business plan.
- Ability to develop visual aids and other instructional materials to meet specific training needs.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to develop and maintain effective working relationships with vendors, manufacturers, employees, and the general public.

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Created	EEOC Code	Overtime Code
3/13	Officials & Managers	Exempt

OFFICE SPECIALIST, SENIOR

Job Code	Pay Grade
11044	CL8

Nature of Work

This is complex office work providing specialized support performing delegated administrative tasks and involving advanced clerical, accounting and public contact work in an automated office environment. At this level the employee is considered a departmental expert in a focus area of responsibility of notable significance; or independently performs general administrative and fiscal duties for a small sized workforce; and/or resolves more difficult customer service problems, which requires exercising a high degree of independent judgment and knowledge of departmental operations. Duties may also include responsibility over a clerical staff engaged in similar work. An employee in this class is responsible for processing and maintaining large numbers of complex administrative, fiscal records or customer accounts. Emphasis is placed on exhibiting extreme tact and courtesy in resolving work related problems or customer disputes and independent judgment is required in making frequent decisions. Decisions concerning departures from standard policies and procedures are normally referred to a supervisor for action. Work involves leading and training subordinate personnel, researching problems and recommending solutions for approval. A strong knowledge of departmental policies and procedures is required to handle problems or difficult customer contacts.

Minimum Qualification Requirements

- 3 years of office support experience dealing with administrative matters, customer accounts, and service problems; general clerical and office experience in the use of computers and related office equipment; 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.
- May be required to keyboard up to 35 wpm depending on area of assignment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.
- Depending on area of assignment, employee's name must not appear on the Health & Human Services Exclusion List.

Illustrative Tasks (These are example and are not all inclusive.)

- Provides information, assistance and services to the general public, employees, and others in person, by telephone, or by other forms of communication.
- Assists and provides routine support on inquiries from others for assistance, services, and resolution to problems.
- Assists higher level staff in performance of a wide range of activities.
- Assists in the dissemination of information concerning the programs and services of various county agencies.
- Operates computer equipment in providing information, resolving routine problems and complaints.
- Performs computer related duties including encoding data, data entry and retrieval, and routine computer operations.
- Performs routine cashier, billing, receipt, clerical and filing duties.
- Receives and obtains computer data from personnel, budget and accounting systems.
- Validates and processes financial forms, payroll information, other forms and paperwork.
- Researches, compiles, sorts, tabulates and summarizes data from customers, computer data, files and other sources.
- Produces computer drafts and business correspondence, reports, documents and memoranda.
- Validates and processes a wide range of information such as payroll, business and other forms to support unit operations.
- Prepares requisitions; orders supplies, equipment and materials.
- Receives and maintains materials, records and supplies and assists in checking materials against invoices or orders.

OFFICE SPECIALIST, SENIOR (continued)

Job Code	Pay Grade
11044	CL8

Illustrative Tasks (continued)

- Issues materials, assembles, packs and transports or arranges information.
- Picks up, delivers or receives and disseminates mail and other information.
- May operate office equipment, transcription equipment, document printing devices and other special equipment.
- Keeps appointment calendars, schedules appointments, researches and assembles information for others.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- May relieve or fill in for other employees.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of business English, spelling and punctuation.
- Knowledge of standard office practices, procedures and equipment.
- Knowledge of the principles and practices of cashier functions.
- Skill in keyboarding accurately at a reasonable rate of speed.
- Ability to serve as unit leader and guide others in completion of assignments.
- Ability to receive the public with tact, patience and courtesy.
- Ability to sort paperwork, file and otherwise acquire information to perform basic county government office assistance.
- Ability to perform computer data entry and word processing functions.
- Ability to understand and carry out basic and written instructions and keep records.
- Ability to compose and prepare routine communications.
- Ability to make arithmetical computations with speed and accuracy.

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Revised	EEOC Code	Overtime Code
8/07	Administrative Support	Classified

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, 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

- 5 years of professional work experience in emergency management, public safety, emergency preparedness and response, or related field, supervision or supervisory training; or
- Bachelor's degree in emergency management or related field and 1 year experience as described above; or
- Associate's degree in emergency management or related field and 3 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.
- 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.

EMERGENCY MANAGEMENT OPERATIONS MANAGER (continued)

Job Code	Pay Grade
10978	SM6

Illustrative Tasks (continued)

- 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.

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Revised	EEOC Code	Overtime Code
3/13	Officials & Managers	Exempt