



# EMERGENCY MANAGEMENT DIRECTOR

application opening

## EXPERIENCE:

Graduation from an accredited college or university with an associates degree or two years of direct considerable administrative experience in organization, or in the military, Emergency Management agency, Civil Defense, or other government agency which included some supervisory responsibilities, in compliance with Section 112.219, Florida Statutes.

## QUALIFICATIONS:

Successful candidates must satisfy the training or certification requirements set forth in Chapter 252, Florida Statutes, by the date set forth therein.

## CHARACTERISTICS:

- Communicates effectively with others in writing as indicated by the needs of the audience.
- Must work with others to accomplish goals and tasks.
- Manage one's own time and the time of others.
- Talk to others to effectively convey information.
- Know how to find information and identify essential information.
- Assess and monitor how well one is doing when learning or doing an assigned task.
- Listen to what other people are saying and asking questions as appropriate.

## TASK:

Obtain and see to the appropriate use of equipment, materials, facilities needed to perform certain tasks.

Be knowledgeable of administrative and clerical procedures and systems as relates to the County as emergency management agency and the Sheriff's Office.

Be knowledgeable of principles and processes involved in emergency management, business and organizational planning, coordination, and execution of all duties relative to this position. This include and not be limited to strategic planning, resource allocation, manpower modeling, leadership techniques and production techniques.

Be knowledgeable of computer software and various other applications as required to perform the duties and responsibilities of the position.

## PHYSICAL REQUIREMENTS:

Position may require continuous standing, walking or difficult working positions/conditions. Must be able to work with average size or heavy weight material and supplies. Requires fast manipulative skill and frequent use of machines and equipment. Employee will work indoors as well as in the field. Minimal lifting and some manual labor may be required. Travel is necessary both within Jefferson County as well as required by occasional training activities outside the County.

Emergency Management Director of Jefferson County is an administrative and executive support position that is an employee of Jefferson County Sheriff's Office. During time of Local State of Emergency as declared within its territorial limits, the Director advises elected and appointed officials during a response.

- Conducting response operations in accordance with the NIMS;
- Coordinating the functions of local agencies;



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- Coordinating the development of plans, and working cooperatively with other local agencies, community organizations, private sector businesses, and NGOs;
- Developing and maintaining mutual aid and assistance agreements;
- Coordinating resource requests during an incident through the management of an emergency operations center;
- Coordinating damage assessments during an incident;
- Advising and informing local officials and the public about emergency management activities during an incident to facilitate response operations such as sheltering, avoiding, evacuating, and resupply of food and water;
- Developing and executing accessible public awareness and education programs;
- Conducting exercises to rehearse response activities; test personnel, plans and systems; and identify areas for improvement;
- Coordinating integration of individuals with disabilities, individuals from racially and ethnically diverse backgrounds, and others with access and functional needs into emergency planning and response; and
- Helping to ensure the continuation of essential services and functions through the development and implementation of continuity of operations plans.

The Sheriff's Office is responsible for maintaining the peace, protection and safety of the citizens of Jefferson County, Florida. The Sheriff's Office is the conservator of peace within the county directed to suppress tumults, riots, and unlawful assemblies within the county with force and a strong hand when necessary. The Sheriff's Office is authorized to raise the power of the county and command any person to assist. The Sheriff's Office is authorized, without warrant, to apprehend any person disturbing the peace. The Sheriff is the Executive Officer of the various courts, which requires him or her to attend all terms of Circuit and County courts and execute all process of the Supreme Court, Circuit Courts, County Courts, and Boards of County commissioners of the State to be executed in their county. In addition, the Sheriff and his office are required to perform such other duties as may be imposed by according the Florida Statutes. This Emergency Management Director position is responsible directly to the Sheriff for managing certain activities as required including scheduling meetings, grant writing and management, purchasing, document management, proof reading materials for official publication, and other support responsibilities. It is a specialized position that performs technical and professional work. This individual is responsible for planning and operations work in coordination and promoting a county-wide comprehensive program for emergency management and for organizing emergency plans for various phases of the program.

This Position requires extensive use of Microsoft Word, Excel, Power Point and other software applications. Expertise in required in managing calendars and individual must present themselves professionally at all times. Excellent grammatical skills are required.

## EXAMPLES OF EMERGENCY MANAGEMENT DIRECTOR JOB CHARACTERISTICS:

### **PERFORMING ADMINISTRATIVE DUTIES:**

Approves requests, handles paperwork, and performs day- to day administrative tasks as assigned by the Sheriff. This includes implementing, administering and coordinating the activities of department and agencies in the development of emergency activities in the event of a disaster.

### **COMMUNICATING WITH OTHER WORKERS:**



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Providing information to supervisors, fellow workers, and subordinates. This information can be exchanged face-to-face, in writing, telephone, or email.

#### **RESEARCH AND ANALYZING INFORMATION:**

Conducts research and assists in data analysis and preparation, especially in regards to specific emergency situations and disaster management details.

#### **PROCESSING INFORMATION:**

Compiling, coding, categorizing, calculating, tabulating, auditing, verifying, or processing information or data as may be required with emergency management program.

#### **MONITORING AND CONTROLLING RESOURCES:**

Monitoring and controlling resources and overseeing the spending of money especially in relationship to specific grants and their management. This is especially important as it directly relates to specific emergency and/or disaster situations.

#### **COORDINATING WORK AND ACTIVITIES OF OTHERS:**

Coordinates members of a work group to accomplish tasks as required by the Sheriff.

#### **INTERPRETING MEANING OF INFORMATION TO OTHERS:**

Translate or explain what information means and how it can be used to support responses or feedback to others.

#### **MAKING DECISIONS AND SOLVING PROBLEMS:**

Combining, evaluating, and reasoning with information and data to make decisions and solve problems. These processes involve making decisions about the relative importance of information and choosing the best solution. This is especially important in relation to emergency operational and mobilization plans.

#### **ESTABLISHING AND MAINTAINING RELATIONSHIPS:**

Develop constructive and cooperative working relationships with others.

#### **EXAMPLES OF KNOWLEDGE, SKILLS AND ABILITIES:**

- An individual in this position must use highly developed supervisory, organization, and analytical skills, Position also requires attention to detail and adherence to financial guidelines.
- Individual must have extensive knowledge of Federal, State and local laws and regulations relative to organizing and maintaining an Emergency Management Agency.
- Individual must have extensive knowledge of the technical, tactical and educational techniques involved in the planning, developing and the effective utilization of an integrated emergency management system.



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- Position requires knowledge of public relations, principles, and practices.
- Develops operational procedures and ensures that needed personnel and equipment are obtained and effectively used within the budget.
- Develops, updates, and performs periodic testing of plans that will minimize the effects of man-made, technological, or natural disasters within the County.
- Develops and improves plans to affect the recovery in the post disaster period. Administers programs and renders support to the State and Federal government in their survival and recovery efforts. Establishes and provides for the continuity of County government and in a disaster situation.
- Assist in the coordination of all County, Municipal and private agencies during time of major disaster.
- Represents the County in matters pertaining to hazardous material. To include planning, response, and technical assistance as required by Federal, State and Local Regulations.
- Maintains a high level of knowledge and ability through continuing education courses, seminars, and conferences dealing with the response and control of emergency situations.
- Directs special assignments pertaining to emergencies as assigned by the Sheriff or Board of County Commissioners. Performs related work as requested.
- Knowledge of history, geography, military systems and general government is a necessity.
- Needs the ability to develop and maintain interest and support for the program by officials, civic groups and the general public.
- Individual must possess significant latitude for decision making. This position requires a high degree of accuracy and control of details.
- Frequent contact with citizens is required. Contact must be maintained with Federal, State and local officials as well as educating the public and acting as liaison with County Commissions, fire departments, EMS and other service personnel as needed.
- Employee will work indoors as well as in the field. Minimal lifting and some manual labor may be required. Travel is necessary both within Jefferson County as well as required by occasional training activities outside the County.
- Individual must be able to understand written sentences and paragraphs in work related document.