

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,  
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of  
employment.*

<b>Date:</b>	1/11/2018	<b>Department:</b>	Public Safety (3991)
<b>Title/(Status)/Job Code:</b>	EOC Specialist (0812)	<b>Reports To:</b>	Emergency Management Manager
<b>Pay Grade/Salary Range:</b>	PG – 106 \$27,549.95 -\$42,702.43	<b>Closing Date:</b>	1/26/2018

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Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

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**GENERAL DESCRIPTION:**

A highly responsible skilled administrative position assisting the Emergency Management Manager. Assists in developing and implementing the County Comprehensive Emergency Management Plan (CEMP), emergency response plans, disaster recovery and mitigation programs.

**ESSENTIAL JOB FUNCTIONS:**

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Performs administrative support for the Emergency Management Manager including typing, filing, mail distribution, scheduling and other office support.
- Receives, assists and screens telephone callers and routes callers to appropriate personnel.
- Greets visitors and provides assistance and information as required.
- Maintains a functional file system for all EOC activity.
- Supports the EOC during activation for hurricanes or other disasters.
- Performs emergency response and recovery support actions, e.g. monitors NOAA and other weather reporting systems, disseminates warning information, coordinates with other support personnel and assists in damage assessment/disaster assistance actions.
- Relays severe weather reports to applicable departments, personnel, schools, etc. via various methods and systems.
- Develops and coordinates the Special Needs Sheltering Program to include education, registration, and transportation.
- Assists in developing and maintaining the CEMP, Hazardous Materials Plan, and the County Personnel Disaster Assignment Plan.
- Coordinates and conducts public education and awareness activities.
- Coordinates conferences, training schedules and facilities.
- Participates in local, regional and state-wide emergency exercises.
- Completes Emergency Management Scope of Work tasks as directed.

- Maintains grant administration, assures completion of the scope of work required by the granting agency.
- Prepares financial reports, expenditure records, and timely reimbursement document submissions.
- Submits claims to FEMA or other agencies following any disaster meeting current reimbursement thresholds for reimbursement to the county.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Business English, spelling and punctuation.
- Skill in the use of office equipment, including automated information systems (computers), multi-line telephone systems, and other general office machines.
- Skill in word processing, typing and the preparation of documents, forms, letters and memoranda.
- Ability to learn local, state, and federal rules, regulations, policies, and procedures related to emergency management.
- Ability to learn and use plan development techniques. Knowledge of the principles and practices of project management.
- Ability to establish and maintain effective working relations with associates, public officials, the public and other agencies.
- Ability to understand and carry out written and oral instructions.
- Ability to work in a crowded, enclosed area with significant background noise.
- Ability to communicate in the English language clearly.
- Ability to record information accurately.

**PHYSICAL SKILLS:**

The person in this position: Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the public, vendors, co-workers, managers, directors, Administration, and the Board of County Commissioners. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Occasionally moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Occasionally works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently.

**MINIMUM QUALIFICATIONS:**

1. **EDUCATION AND EXPERIENCE:**

Graduation from an accredited high school or possession of an acceptable equivalency diploma and three (3) years of experience in administrative support, office management, or planning required.

2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Must possess a valid Florida Driver's License while employed.

**OTHER JOB RELATED REQUIREMENTS:**

Disaster Essential