

**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>	06/27/2017	<b>Department:</b>	Local Emgy Mgt Agency
<b>Title/(Status)/Job Code:</b>	Emergency Management Manager (1080)	<b>Reports To:</b>	Community Safety Director
<b>Pay Grade/Salary Range:</b>	PG-116 \$54,194.93 - \$84,002.14	<b>Closing Date:</b>	Until Filled

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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 professional position responsible for administrative, managerial, and field work directing the Emergency Management Division.

**ESSENTIAL JOB FUNCTIONS:**

- Plans and directs activities and operations of the Emergency Management Division.
- Conducts educational public relations programs that stimulate the interest of various community groups in emergency management activities. Coordinates volunteer and advisory committee procedures for implementing emergency plans.
- Confers with governmental, civic and health officials to obtain cooperation in activities. Advises superiors and other authorized persons on the progress and status of emergency readiness.
- Recruits volunteer workers for training courses. Originates and implements specialized course materials, training aids, visual aids, films, publications and arranges special exhibits.
- Coordinates disaster preparedness resources with those of all operating services of the County. Plans and conducts exercises and simulations to develop effective and coordinated emergency response to civil disasters. Works closely with agencies responsible for public safety and general welfare of the public.
- Responds to fires and other emergency conditions to include incident command role and on-scene firefighting.
- Liaison to dispatch, fire districts, vendor and EM for E 911 radio/paging issues and enhancements.

- Responsible for readiness of Emergency Operations Center (EOC) to include operations and maintenance of facility and associated equipment.
- Responds productively to change and performs all other related tasks as required and as directed.
- Per Chapter 252, Florida Statute, the position will be designated as Emergency Management Director.
- This is a **Disaster Essential** position.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of current methods and techniques of emergency management, fire/rescue, and Haz-Mat operations, practices, strategies, and tactics, including incident command system.
- Knowledge of current literature and recent developments in disaster preparedness.
- Ability to present interesting and effective talks.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to analyze and systematically compile technical and statistical information and prepare technical reports.
- Knowledge of modern emergency communications and information systems including radio, satellite, land line and other methods of transmission and reception.
- Ability to conduct effective public relations programs. Ability to react calmly and quickly in emergencies.

**ESSENTIAL PHYSICAL SKILLS:**

Use of both hands with dexterity. Ability to communicate orally with distinction and hear response. Good use of both near and far vision. Ability to lift and carry up to 50 lbs. Ability to operate a motor vehicle for up to four hours continuously. Ability to bend, reach, stoop, stand and walk, including over soft or uneven surfaces, for continuous periods of up to four hours. Must meet physical and medical requirements for firefighter and Haz-Mat per NFPA Standards.

**ENVIRONMENTAL CONDITIONS:**

Indoor and outdoor work in a demanding, stressful environment. Possible exposure to hazardous materials, flammable materials, smoke, and related products.

**SUPERVISORY RESPONSIBILITY:**

Direct supervisory authority over Emergency management and emergency Operations Center personnel, and as required through implementation of the Incident Command System.

**SUCCESS FACTORS:**

The individual filling this position must be self-directed and capable of independent decision-making. This person must be able to exercise good judgment in demanding situations. Completion of senior level FEMA courses in emergency management, HAZMAT, and other incident training is preferred.

**MINIMUM QUALIFICATIONS:**

1. **EDUCATION AND EXPERIENCE:** Graduation from an accredited two-year college university. Five (5) years of experience in emergency management, emergency incident command and must hold a current state of Florida Firefighter Certification. EMT, Haz-Mat, and Fire Safety Inspector certifications desired.
2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** Must possess a valid Florida Driver License.