

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.

Date:	12/27/2018	Department:	Emergency Mgmt (3991)
Title/(Status)/Job Code:	Emergency Management Planning Coordinator (1123)	Reports To:	Emergency Management Manager
Pay Grade/Salary Range:	PG 110 \$17.36 - \$26.91	Closing Date:	Until Filled

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.

GENERAL DESCRIPTION:

A highly skilled technical position responsible for administrative and field work as it relates to emergency management, emergency planning, training and exercises.

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.

- Maintains and revises the Highlands County Comprehensive Emergency Management Plan. Reviews and maintains Standard Operating Procedures/Guidelines.
- Develops, maintains, and revises other emergency mitigation, response, and recovery plans as needed for the Office of Emergency Management. This includes plans dealing with emergencies and disasters such as hurricanes, wildfire, tornadoes, hazardous materials, and terrorism, and will be accomplished in accordance with County, State, and Federal regulations.
- Oversees the development and coordination of emergency training and exercises; advises and critiques the performance of participants, provides technical assistance and advice to county departments and agencies involved in the exercise and training process.
- 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.
- Reviews all medical plans required to be reviewed by local Emergency Management and evaluates each plan based on appropriate rules and regulations set by local, state and federal agencies and administrative codes.
- Provides technical assistance and support to all county Emergency Management programs.
- Coordinates and conducts public education and awareness activities.
- Coordinates conferences, training schedules and facilities.
- Participates in local, regional and state-wide emergency exercises.
- Assists in the area of emergency communications to include communication towers and the Alert Highlands program.
- 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 current methods and techniques of emergency management practices, strategies, and tactics, including incident command system.
- Knowledge of the geographical area of Highlands County
- Knowledge of the transportation network and emergency services available in all cities, towns and unincorporated areas.
- Ability to communicate orally and in writing and to read and understand County maps
- Ability to present briefings and talks with a variety of audiences.
- Ability to analyze and systematically compile technical and statistical information and technical report preparation.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.

PHYSICAL SKILLS:

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 50 lbs. Constantly works in indoor and outdoor environments. 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 equivalent diploma. Five (5) years of experience in Emergency Management operations preferred.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver License.

3. OTHER JOB-RELATED REQUIREMENTS:

Disaster Essential.