

**MAJOR FUNCTION**

This is a responsible administrative position coordinating and administering the emergency management activities for the City of Tallahassee. Duties include development and coordination of emergency preparedness programs for mitigation, preparedness, response and recovery from natural, technological and man-made disasters. Work is performed with considerable independence and latitude and is subject to general supervision of the Emergency Management Steering Committee and the work is reviewed through conferences, reports, observations and by results attained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Develops policies and programs for emergency management. Maintains the operational integrity and response capability of the emergency management system to which agencies respond. Develops, implements and maintains communications and warning systems to ensure a coordinated response to all emergencies. Coordinates multi-hazard pre-planning and training activities, as well as emergency inter-agency response activities for all public, private and volunteer agencies within the area jurisdiction. Develops a system for dissemination of emergency public information to the general public. Assists and advises all departments in the development of their operating budgets regarding emergency management. Prepares City-wide capital budget for emergency management. Monitors and reports on various emergency management grants. Maintains liaison with other cities, counties, state, and federal agencies for support activities and coordination in response to hazards that are multi-jurisdictional in nature. Represents the City in matters pertaining to hazardous materials, planning, and response. Reviews emergency policies and procedures of City departments with regards to consistency with the City's emergency management plan. Administers the City's Statewide Mutual Aid action plans. Develops, reviews and implements City of Tallahassee Emergency Management Plan. Performs related work as required.

**Other Important Duties**

Maintains readiness of TFD/TPD mobile command center. Maintains operational readiness of the City's Emergency Operations Center. Maintains on-call list for call-back of emergency operations personnel. Ensures that resource lists are up to date and current in the City's emergency management plan. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of emergency management, emergency response management and incident command systems. Considerable knowledge of technical, tactical and educational techniques involved in the development of emergency management and public safety systems and programs. Knowledge of local, state and federal laws, rules and regulations related to organizing and maintaining emergency management programs. Ability to plan and implement emergency procedures. Ability to effectively plan, develop, instruct, implement and administer an emergency management program. Ability to communicate effectively, orally and in writing, and to maintain records and prepare reports. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to accurately assess and analyze situations and draw conclusion(s). Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in business or public administration, fire science, criminal justice, law enforcement, industrial engineering, safety administration, or a related field and four years of

professional work experience in emergency management, emergency response management, or management of an incident command system; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 12-12-94

Revised: 11-17-98

10-02-03\*

04-27-09\*