



## EMERGENCY MANAGEMENT DIRECTOR

**DEPARTMENT: POLICE**

**GRADE: 52**

### **CHARACTERISTICS OF THE CLASS:**

The Emergency Management Director performs professional and administrative work in the planning, development, coordination, implementation and execution of a comprehensive emergency management preparedness program and reports to the City Manager. The Director will conduct research, assess programs, coordinate inter-department communication, and develop community outreach programs on Emergency Management; will be responsible for coordinating with the Police Department's Homeland Security Team and other law enforcement agencies for emergency management concerns, and will also coordinate emergency management plans, training and programs with City Departments and other governmental agencies.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

1. Disseminate warnings, notifications, and emergency alerts and advise City staff and residents on emergency plans.
2. Coordinate with the Police Department, Fire Department, Public Services, Utilities, Information Technology and other Department to have plans to address emergency situations involving natural or man-made disasters.
3. Represent the City and serve as the primary point of contact on emergency management committees and meetings.
4. Coordinate with the Police Department on security measures and emergency situations involving City facilities, parks and special events.
5. Coordinate with the Police Department's Homeland Security Team on security enhancements and emergency preparedness for the City.
6. Participate in intelligence briefings with municipal, county, state and federal law enforcement agencies for emergency management, terrorism and other homeland security concerns.
7. Coordinate with other municipalities, as well as the county, state and federal emergency management agencies.
8. Research and recommend emergency management grant opportunities; assist in the preparation of emergency management grants.
9. Prepare and disseminate emergency preparedness educational materials to residents and business owners.
10. Prepare and make presentations to community groups on emergency preparedness.

11. Coordinate contingency plans with other City Departments for emergency situations.
12. Coordinate emergency management training with other City Departments.

**NOTE:**

**The examples listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are an essential function of work not listed herein, are permissible if such functions are logical assignment to the position.**

**REQUIREMENTS:**

- A.** Bachelor’s degree from an accredited college or university with a major in Emergency Management, Criminal Justice, Public Safety, or Public Administration.

Must possess a current certification as a Law Enforcement Officer in the State of Florida.

Must have a minimum of seven years of experience in the field of Emergency Management or Public Safety.

**B. KNOWLEDGE, SKILLS AND ABILITIES**

Ability to coordinate with the City Departments to meet the needs of the community.

Ability to identify areas for improvement to enhance emergency preparedness and management

Ability to maintain effective working relationships with colleagues, supervisors and the public.

Possess the skills to maintain effective working relationship with federal, state and local agencies

Possess the skills to conduct professional presentations

Ability to conduct research and various assessments

Knowledge of the concepts of comprehensive emergency management planning

Knowledge of public safety planning for various emergencies and natural and disasters

Knowledge of emergency management principles

Knowledge of hazards or disasters caused by human action or inaction.

**C. Physical Requirements:**

**D. Environmental Requirements:**

**E. Sensory Requirements:**