

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 743

EMERGENCY MANAGER

GENERAL

This is advanced professional and administrative work in the management of specially assigned programs or projects in the operation and/or planning of the Emergency Management Operations. Work involves coordination of all operational and/or planning for emergency support functions for the city's Emergency Response Plan. Position incumbent reviews responsibilities, as enumerated in promulgated plans. Coordinates work with other city departments and divisions, other municipalities, county and federal agencies. Work is performed with considerable independent judgment within established guidelines. Performance is reviewed by an administrative superior for conformance to established policy.

EXAMPLES OF ESSENTIAL DUTIES

The examples as 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 essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Coordinate and/or prepare plans for all operational emergency support functions for City of Pompano's Emergency Response Plan; develop, organize and administer the facility plan review program; review and reconcile differences of opinion regarding adequacy of facility plans.
- Conduct city vulnerability analyses by emergency situation type.
- Prepare and/or implement detailed mitigation studies that identify operation procedures to alleviate negative impacts of emergency situations.
- Coordinate emergency response activities with federal, state, county and municipal authorities.
- Prepare reports, procedures and documentation that support city emergency management functions.
- Prepare and/or ensure the adequacy of the city's hazard assessment by location and type; review and update as required.
- Research, collect information, and utilize information to assist decision makers in emergency operations decision making.
- Research, monitor and explain policy regulations and operating procedures as required.
- Coordinate with media, businesses and community agencies to develop public information and educational programs.
- Plan for and/or coordinate the maintenance of the City Emergency Operations Center facilities and equipment to ensure continuous readiness for immediate activation when needed.
- Conduct research and develop training in response to city emergency management needs.
- Plan and/or ensure that all training programs are in compliance with state and federal regulations.
- Supervise support staff.

- Performs related work as required.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position)

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the principles of management, organization and administration.
- Considerable knowledge of Emergency Management Procedures, practices and regulations.
- Considerable knowledge of the practices in the fields of local government personnel management, organization, administration, budgeting and accounting.
- Knowledge of personal computers and effective procedures for their use.
- Ability to plan, direct and coordinate the work of subordinates when required by work assignments.
- Ability to safely operate a motor vehicle at varying times of day.
- Ability to remain calm and determine effective emergency services needed for any situation.
- Ability to comprehend and follow oral and written instructions.
- Ability to compose and maintain clear and accurate records and prepare reports and logs.
- Ability to express ideas effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public or business administration or field related to Emergency Management. Considerable experience in a staff or administrative capacity appropriate to Emergency Management planning and/or operating; or any equivalent combination of training and experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, radio and personal contact as normally

defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a telephone, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev 12/16

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 30/50

Location: Fire Department

GERS: Regular: Regular Class