

MAJOR FUNCTION

This is a responsible administrative position assisting the Fire Chief with coordinating and administering the emergency support personnel and preparedness activities for the City of Tallahassee. Duties include assisting the Facilities Security Liaison with the development and coordination of emergency preparedness programs for mitigation, response and recovery from natural, technological and man-made disasters. Provides administrative assistance to Fire Department's special operation teams. Work is performed with independence and is subject to general supervision from the Fire Chief. Work is reviewed through conferences, reports, observations and by results attained.

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

Assists with the development of policies, programs and plans for emergency support and preparedness. Helps to maintain the operational integrity and response capability of the emergency response system for the City of Tallahassee. Maintains on-call list for call back of emergency operations personnel. Coordinates and conducts training and coordinates emergency management outreach programs. May represent the department at various trainings, meetings, conferences and workshops. Assists with activities associated with various emergency management grants. Maintains a good working relationship with other cities, counties, state, and federal agencies for support activities and coordination in response to hazards that are multi-jurisdictional in nature. Assists the Fire Chief in staffing the Emergency Operation Center when activated, and coordinating the activities of City emergency support personnel. May represent the City in matters pertaining to hazardous materials, planning, and response. Assists with the reviews of emergency policies and procedures for City departments with regards to consistency with the City's emergency management plan. Assists with the City's Statewide Mutual Aid action plans. Assists the Fire Chief in developing and reviewing the City of Tallahassee Emergency Management Plan, and support functions. Performs related work as required.

Other Important Duties

Assists with operational readiness activities of the City's Emergency Operations Center. Advises the Fire Chief on all matters relating to emergency preparedness for the City of Tallahassee. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of emergency management, emergency response management and incident command systems. 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. Knowledge of grant writing and compliance. Ability to plan and implement emergency procedures. Ability to communicate effectively, orally and in writing, and to maintain records and prepare reports. Ability to conduct emergency management training. 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, safety administration, or a related field in emergency response management and three 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: 10-16-17