

# OSCEOLA COUNTY JOB DESCRIPTION

## EMERGENCY MANAGEMENT OFFICE MANAGER

**Supervised by:**        **Emergency Management Director**

**Supervises:**         **N/A**

### **Position Summary:**

Under supervision of the Emergency Management Director, is responsible for providing general administrative and project support to department operations.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Composes and responds to department communications in the form of telephone, fax, memos, letters, reports, emails, and social media.
2. Manages approved departmental budget, prepares status reports, monitors funds, and prepares invoice/bill payments.
3. Performs payroll functions, including recording time and preparing payroll-related reports. Completes Salary and Fringe Benefits from as required by the state.
4. Manages various state/federal emergency management grant processes including the Emergency Management Performance Grant (EMPG), Homeland Security Grant Program (HSGP), Hazardous Materials Planning (HMEP).
5. Supports and participates in various emergency management meetings, such as the Local Emergency Planning Team (LEPT). Also coordinates Emergency Management Center facility usage activities
6. Maintains vital file organization including those involving personnel, project records, and state/federal documentation.
7. Assists in the maintenance of vital Emergency Operations Center equipment and systems. Performs regular system checks on various specialized systems for disaster response.
8. Assists in emergency management department efforts as assigned. Includes assisting with maintenance of emergency plan, conducting exercise & training, public information/education, and emergency/disaster response.
9. Completes various federal and state forms relating to emergency management.
10. Performs duties and responsibilities of the Emergency Management Director and/or Coordinator in their absence, unavailability, or incapacitation.
11. Performs other duties as directed by the County Board of Commissioners or Emergency Management Director.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma or GED
- Completion of FEMA's Professional Development Series or equivalent certifications in FEMA's emergency management curriculum

- Compliance with the National Incident Management System (NIMS) including certifications in FEMA IS100 Introduction to ICS; IS200 ICS for Field Supervisors; IS700 Introduction to the National Incident Management System (NIMS),
- The county, at its discretion, may consider an alternative combination of formal education and work experience.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration and resource management and the ability to identify and implement new best practices.
- General knowledge of the principles and practices of Emergency Management
- General knowledge of maintenance techniques associated with Emergency Management.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentation in public forums and to policy making officials.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master various programs and systems related to emergency communications, warning, and other specialized emergency management operations.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to respond to emergencies or service needs on a 24 hour basis.

#### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. The employee is regularly required to communicate in person, by telephone and radio, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard. The employee must be mobile in both office and field setting, stand, sit, stoop, walk, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of up to 25 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works both in the office and at other work sites and regularly travels between work sites using a motor vehicle. The employee is required to work in the field to support emergency responses, exercises, or trainings. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties. The noise level in the work environment varies from quiet to loud, depending on if doing office work, emergency or training events.