

City of Delray Beach

Classification Description

Classification Title: DIRECTOR of EMERGENCY MANAGEMENT

FLSA Status: Non-Exempt

Grade: 15

General Purpose and Description

The Director of Emergency Management responsibilities are managerial functions involving planning, developing, directing, administering, and maintaining an effective and comprehensive Emergency Management Program for the City of Delray Beach. This position is also responsible for implementing and enforcing measures that mitigate and respond to man-made or natural emergencies. Responsible supervisory and technical work in the field, or at a designated Emergency Operations Center (EOC) directing assigned City personnel in general public safety efforts. Director of Emergency Management responsibilities are performed under the administrative direction of the Police Chief during normal work week and under the direction of the City Manager, and Executive Policy Group (EPG) during man-made or natural emergencies.

Nature of Work

Essential Functions and Responsibilities:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Develop, coordinate, manage, and maintain the City's Emergency Management Program, its plan, policies, and procedures to effectively mitigate or respond to man-made or natural disasters.
- Outline the roles and responsibilities of internal department collaborators and supporting groups when managing a variety of emergency contingencies.
- Maintain the City's Emergency Operations Center (EOC) and coordinate staffing and internal procedures to enable well coordinated operations during emergencies.
- Develop and maintain the City's Continuity of Operations Plan (COOP) and Continuity of Government Plan (COG).
- Oversee National Incident Management System (NIMS) compliance and coordination.
- Oversee and manage Special Event contingency planning.
- Assist in the creation of the City's Critical Asset Management System (CAMS).
- Establish a system to activate the City's Emergency Management Plan (EMP) and alert all participating and pertinent personnel.
- Responsible for developing, implementing, and delivering training workshops, exercises, drills on all of the appropriate components of the City's EMP and emergency communications utilizing Homeland Security Exercise and Evaluation Program Standards (HSEEP).
- Prepare grant and training applications for submission to state and federal government agencies (Urban Area Working Group (UAWG), Urban Areas Security Initiative (UASI), FEMA, Department of Homeland Security (DHS), etc.) when applicable.
- Develop and manage the annual emergency management program budget for the City.
- Liaise, for example, with local school districts, local businesses and industry, and community resources, to develop emergency plans and disaster preparedness for the City.

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- Coordinate with area hospitals and private sector medical agencies to develop emergency medical plans to incorporate into the City's Emergency Management Plan (EMP).
- Develop and deliver presentations to internal departments and the public on the City's EMP and disaster preparedness.
- Provide staff assistance and fulfill other assignments as determined by the Police Chief, or City Manager.
- Maintain up-to-date knowledge, training, certification(s), technology, equipment on local, state, and federal emergency management principles, practices, and procedures.
- Maintain up-to-date knowledge, and training on industry technology, equipment, and materials relevant to emergency management.
- Perform all functions and responsibilities according to the Palm Beach County Code of Ethics, and Florida State Statutes, 112.313.
- Supervise the development and maintenance of City emergency plans, including annual updates.
- Plan for and develop an emergency operations control center to include equipment, manning, and operational procedures necessary to the management and control of emergency conditions.
- Develop and manage the City's emergency awareness public information program.
- Prepare and submit an annual operating budget to the City Manager related to emergency management activities, preparations and training.
- Fosters positive employee relations and employee morale on a City-wide basis.

Knowledge/Experience

- Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Law and Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Communications and Media - Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards, for services, and evaluation of customer satisfaction.
- Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Telecommunications - Knowledge of transmission, broadcasting, switching, control and operation of telecommunications systems.
- Psychology - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Transportation - Knowledge of principles and methods from moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- Geography - Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, inter-relationships, and distribution of plant, animal, and human life.

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- Personnel and Human Resources – Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Budget – Analyze the organization and oversight of costs and expenditures for the organization to include ongoing and predicted expenditures as well as grant fund applications and grant monitoring.

Skills

- Service Orientation – Actively looking for ways to help people.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Speaking – Talking to others to convey information effectively.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Coordination – Adjusting actions in relation to others' actions.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Instructing – Teaching others how to do something.
- Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Systems Analysis – Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Time Management – Managing one's own time and the time of others.
- Persuasion – Persuading others to change their minds or behavior.
- Negotiation – Bringing others together and trying to reconcile differences.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Systems Evaluation – Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.

Abilities

- Written Comprehension – The ability to read and understand information and ideas presented in writing.
- Speech Recognition – The ability to identify and understand the speech of another person.
- Oral Expression – The ability to communicate information and ideas in writing so others will understand.

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- Written Expression – The ability to communicate information and ideas in writing so other will understand.
- Speech Clarity – The ability to speak clearly so others can understand you.
- Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Information Ordering – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Fluency of Ideas – The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Originality – The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Near Vision – The ability to see details at close range (within a few feet of the observer).
- Category Flexibility – The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Visualization – The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Minimum Qualifications and Requirements: Four (4) year degree in Emergency Management, Public Safety, or related field of study from an accredited university, preferably a graduate degree. Four (4) years progressively responsible experience as a law enforcement supervisor. Special courses in supervision and police management. Two years as a certified sworn officer. Must possess a Florida Law Enforcement Certification. Must possess a valid Florida driver's license. Must possess FEMA Professional Development Series (PDS) certificate. Must possess FEMA's Incident Command System (ICS) 100, 200, 300, 400, 700, and 800 certificates. Must obtain Certified Emergency Manager (CEM) from International Association of Emergency Managers (IAEM), or Florida Emergency Preparedness Association (FEPA) within 24 months of appointment to this position. Knowledge of modern principles, practices and methods of police administration, organization, operations, and crime prevention. Knowledge of operating procedures of the department and limitations upon department authority. Knowledge of pertinent laws, ordinances and codes pertaining to criminal and related violations. Knowledge of methods of preserving evidence and what constitutes admissible evidence. Knowledge of supervisory and managerial principles and practices. Ability to plan, assign and supervise and review the work of others. Skilled in administration, operations and investigation techniques, including the use and care of pertinent equipment, records and facilities. Ability to make effective presentations to small or large groups. Ability to attend training, workshops and seminars. Strong knowledge of DHS National Incident Management System (NIMS) at the time of application. Incident Command System (ICS). Knowledge of modern All Hazard best practice approach to emergency management.

Considerable knowledge of laws and ordinances governing local police work. Skill in the use and care of firearms and in the operation of motor vehicles. Ability to react quickly, calmly and efficiently in emergencies. Ability to execute duties firmly, tactfully and impartially. Ability to observe situations analytically and objectively and to report them clearly and completely. Ability to plan, assign, and tactfully supervise the work of others; maintain discipline on an assigned shift and command respect of subordinate personnel. Ability to establish and maintain effective working relationships with other employees, other law enforcement agencies and the general public. Ability to write and speak effectively. Ability to manage and prioritize routine, specialized and complex assignments and problems utilizing knowledge acquired through prior education, training, and experience. Ability to communicate effectively in oral and written form. Ability

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to adapt to an evolving and continually improving environment. Requires demonstrated ability to utilize personal computer and office software such as MS Word, MS Excel and electronic mail.

The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful and courteous manner when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

A comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, may be substituted for the minimum qualifications.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this 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 is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk, drive, stand, bend, stoop, run, jump, reach, pull, push, run, and climb. The employee must occasionally lift, carry and/or move up to 45 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations. Ability to communicate both orally and in writing. Works inside in an office and outside in various weather conditions and in stressful and hazardous situations. Meets all physical requirements needed to complete certification requirements. Acceptable eyesight (with or without correction.) Acceptable hearing (with or without hearing aid), depth perception, ability to distinguish colors, smell and drive.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

Approved: _____
Employee

Approved: _____
Supervisor

Revised: 2/3/2016