

Calhoun County Board of County Commissioners  
Emergency Management Department  
Emergency Management Director Job Description

**Job Status:** Full-Time  
**Retirement Class:** Senior Management  
**Rate of Pay:** \$40,000.00 - \$50,000.00  
Salary is commensurate with certifications/licensure, experience, and qualifications.

**POSITION PURPOSE:**

This is highly responsible professional and managerial work in coordinating and directing the development of programs that protect the public's health and safety from large-scale natural, technological and/or attack-related hazards.

The employee in this class is responsible for planning, directing, and administrating all functions of the Emergency Management Division to include response, recovery and mitigation programs that protect the public's health and safety. Work includes formulating programs and developing policies and procedures for the division; planning and educating the public on natural disasters and peacetime emergency procedures; training; providing technical assistance, hazard mitigation and disaster response and professional, technical and support staff including planners, coordinators and volunteer workers.

The Emergency Management Director will be supervised by the Board of County Commissioners through conferences, reports and results obtained thereof.

**ESSENTIAL FUNCTIONS:** (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.)

- Plans, organizes, directs and coordinates the activities of the Division of Emergency Management.
- Establishes and maintains records, statistics, reports and administrative controls as required.
- Evaluates and recommends safety and policies, procedures and methods to increase the efficiency and effectiveness of the administrative, planning and operational responsibilities of the division.
- Prepares and executes the hurricane and tropical storm evacuation plan, including floods and tornadoes.
- Prepares division budget requests and develops and maintains management control over the established budget.
- Coordinates with law enforcement, public works, and other government agencies (local, state, and federal) to promote public welfare and safety in the county.
- Recruits, selects and supervises staff, recommends and supervises staff training and development.
- Develops operational policies and procedures for maintaining records, statistics, reports and controls to ensure compliance with all applicable laws, ordinances, resolutions, directives, regulations and policies.
- Investigates federal and state sources of financial assistance and grants, and prepares necessary applications.
- Maintains the readiness capability of the Calhoun County Emergency Operations Center for peacetime emergencies, natural disasters and other factors that may impede on the public's welfare and safety.
- Maintains a current knowledge of state-of-the-art techniques within the Emergency Management field, which could positively affect the operation and efficiency of the division.
- Implements and coordinates emergency response, recovery activities and programs as directed by the Board of County Commissioners and key administrative officials, and provides advice and recommendations to

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support emergency decision-making, including the requirements for requesting a disaster declaration for state and federal funding.

- Supervises and conducts damage assessments for major natural disasters.
- Supervises and designs exercises periodically to test operational plans and support agencies abilities.
- Responsible for input of all information into FEMA, FDEM, and BOCC insurance-required computer software and spreadsheet systems that pertain to damage assessments, inspections, damage estimates as required to facilitate recovery of funds from FEMA and FDEM and any grant resources.
- Determines the correct action to take in an emergency or disaster in conjunction with the Board of County Commissioners. Classifications and recommendations regarding certain policy and administrative decisions are referred to the Board of County Commissioners.
- Contacts State and Federal officials for direction or advise to receive direction on grant-funded activities. Furthermore, the Director should work closely with the media to provide information on emergency management related activities.

**DUTIES AND RESPONSIBILITIES:** (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.)

- Coordinates with volunteer groups such as, but not, limited to: Fire, Red Cross, Senior Citizens, and any other such group.
- Conducts training and public information presentations designed to inform agencies of emergency responsibilities and the public of their risk to hazards and what action to take to protect themselves.
- Deals with the public on a daily basis to answer questions concerning Emergency Management.
- Performs related duties as assigned by the Board of County Commissioners.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles and practices of emergency planning, response operations, public information and education techniques.
- General knowledge of the type and nature of environmental hazards posing a risk to people and property, including hurricanes, tornadoes, tropical storms, and floods.
- Knowledge of the laws and regulations relating to Emergency Management.
- Knowledge of management, fiscal and administrative principles.
- Knowledge and ability to execute the Florida Comprehensive Emergency Management Plan.
- Must have some knowledge of 911 Systems and Grant Procurement.
- Must have specific knowledge of technological threats such as hazardous materials spills.
- Ability to delegate authority, to plan, organize and evaluate the work of subordinate professional and support personnel in a manner that promotes high performance and good morale.
- Ability to express ideas clearly and concisely, verbally and in writing, to groups and to individuals.
- Ability to analyze and evaluate program activities and procedures.
- Ability to establish and maintain effective working relationships with department/division heads and employees, outside agencies and the general public.
- Ability to prepare, execute and control division budget.

**MINIMUM QUALIFICATIONS:**

- Any combination of training and experience equivalent to:

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- Graduation from a four-year college or university with a degree in planning, public safety, business administration, emergency medical services or a related field.
- Or Four years of experience in Emergency Management, Paramedic fields including two years of supervisory experience.
- And attain any license or certifications that may be required by the County, State and Federal Government in the Emergency Management/Public Safety field.

**WORKING CONDITIONS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions.

- Ability to communicate clearly and concisely with employees, emergency services workers, and others is crucial. Regular use of phone, mobile device (voice, text) for communication is essential. Hearing and vision correctable to within normal ranges is essential for normal conversations, receiving ordinary information, and preparing or inspecting documents.
- The ability to remain in a stationary position roughly 30% of the time, as well as the ability to move about company premises is required.
- Using a computer while sitting for extended periods is common. Must also be able to position self to maintain equipment, including under tables and desks.
- Heavy lifting (70+ lbs.) may be required in some emergency situations. Good manual dexterity required to use common office equipment (e.g., computers, mobile devices, calculators, copiers, scanners).

**WORK ENVIRONMENT:**

- The job is normally performed indoors in a traditional office setting; occasions will require the director to work in various parts of the facility, as well as outdoors.