

MAJOR FUNCTION

This is a responsible administrative position assisting the Fire Chief and Leon County Emergency Management (LCEM) Director coordinating and administering the hazard mitigation preparedness activities for the City of Tallahassee. Duties include assisting with the management and operation of the City of Tallahassee's security system and helping develop and coordinate hazard mitigation preparedness programs for response and planning. Work is performed in coordination with the LCEM Director and is subject to general supervision from the City of Tallahassee Fire Chief. Work is reviewed through conferences, reports, observations and by results attained.

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

Assists with the development of policies, programs and plans for hazard mitigation preparedness for the City of Tallahassee and helps to maintain the operational integrity and response capability of the hazard mitigation system for the City of Tallahassee. Coordinates and conducts training on the hazard mitigation preparedness system and City outreach programs. Represents the City at various trainings, conferences and workshops. 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 Fire Chief in staffing the Emergency Operation Center when activated. Represents the City in matters pertaining to hazard mitigation, planning, and emergency response. Assists with and reviews the emergency policies and procedures for City departments with regards to consistency in the City's hazard mitigation plan. Develops, reviews and coordinates the City of Tallahassee's hazard mitigation plan during emergency events. Performs related work as required.

Other Important Duties

Assists with operational readiness activities of the Emergency Operations Center. Assists Facilities Security staff as needed in order to maintain and operate City of Tallahassee facilities security procedures. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of emergency response, hazard mitigation and incident command system. Knowledge of technical, tactical and educational techniques involved in the development of public safety systems and programs. Knowledge of rules and regulations related to organizing and maintaining hazard mitigation preparedness programs. Ability to plan and implement the City's emergency procedures and security protocols. Ability to communicate effectively, orally and in writing, and to maintain records and prepare reports. Ability to conduct hazard mitigation training and establish and maintain effective working relationships as necessitated by the work. Ability to accurately assess and analyze situations and draw conclusions. 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, fire science, criminal justice, safety administration, emergency management or a related field in emergency preparedness and one year of work experience in emergency management, emergency response management, safety training or administration, hazard mitigation or a related area; 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: 04-01-17