

OFFICE OF THE SHERIFF

Clay County, Florida
Darryl Daniels, Sheriff
"Selfless service for all."

Office Memorandum

JOB NOTICE

Date: May 8, 2019
Position: Emergency Management Coordinator
Reports to: Command Sergeant Major
Starting Salary: \$38,000- Pay Grade 12
Deadline to Apply: Until Filled

The Sheriff is posting a notice of opportunity to transfer to the position of Emergency Management Coordinator.

Specific responsibilities may include, but are not limited to:

1. Organize and maintain emergency operations resources including equipment and personnel that are consistent and compliant with national standards;
2. Manage agency emergency management programs ensuring that it all functions in an optimal manner;
3. Develop emergency preparedness programs / plans to effectively respond to disaster or emergency situations;
4. Develop and coordinate disaster / domestic threat preparedness training as necessary;
5. Develop and maintain emergency management response capability;
6. Develop and maintain emergency management resources in accordance with FEMA and agency standards;
7. Monitor compliance of emergency management policies / procedures / programs to ensure compliance with state / federal regulations;
8. Be familiar with WebEOC and READYOP programs;
9. Be on call for Incident Management Team support for the agency;
10. Act as a liaison with different partnering agencies and stakeholders;
11. Perform any additional duties that may be required by the Sheriff or through necessity;
12. Coordinate all emergency management training and ICS training for CCSO.

Minimum qualifications: Bachelor's Degree in Emergency Management, Public / Business Administration or closely related field and/or a minimum of four (4) years of experience in Public Safety, Emergency Management, disaster relief / recovery efforts, public safety planning or equivalent combination of education, training and experience will be considered. Completion of required National Incident Management System (NIMS) training courses: IS-100, IS-200, IS-700, IS-701, IS-703, IS-800, ICS-300 AND ICS-400. Possess the FEMA independent study "Professional Development Series" (PDS) within one (1) year of employment. Should be familiar with grant writing process.

If you are interested in this position, you must complete the CCSO form "Promotion/Job Transfer Application" (CCSO/HR-008) and submit it via your chain of command. All completed forms need to be forwarded to Human Resources. Additionally, please notify Windy Hunter at extension 6049 in Human Resources of your interest.

Our Community, Our County, Our Responsibility...
We're All In This Together