



## Volunteer Florida Position Description

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<b>Job Title</b>	<b>Department</b>	<b>Status</b>	<b>Reports to (Title):</b>
Emergency Management Director	Emergency Management	Exempt	Chief Operating Officer

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### **Purpose:**

The Emergency Management Director is a management position at Volunteer Florida, directing the important work of Emergency Support Function 15 (ESF 15 - Volunteers and Donations) and serving as part of the Volunteer Florida leadership team. This position serves as the lead for all Emergency Management activities for Volunteer Florida, including management and program/fiscal oversight of federal, state and private grant funding, leading agency emergency response activities during exercises and disasters, training and directing staff in disaster-specific roles, providing statewide training and technical assistance, and acting as the agency's Emergency Coordinating Officer.

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### **Main Duties and Responsibilities:**

- Directs the Commission's Emergency Management department including supervision of department staff; overseeing all aspects of Emergency Support Function 15 (ESF-15); management and oversight of federal, state and privately funded grants; and acting as Volunteer Florida's Emergency Coordinating Officer at the State Emergency Operations Center.
- Responsible for overseeing, assigning and directing Volunteer Florida staff during disaster activations and exercises to ensure proper execution of all ESF-15 activities (which may include 24 hour a day/seven days a week activation availability).
- Develops and maintains all emergency management plans for the agency and develops policies and procedures related to agency emergency management functions.
- Oversees and Manages the Disaster Case Management Program and the Florida Disaster Fund; including grant/contract writing, procurement, and management, to ensure proper program and fiscal oversight.
- Coordinates with federal, state and local emergency management partners to establish MOU agreements with viable emergency management providers to support Florida response and recovery efforts.
- Acts as the Volunteer Florida liaison with Florida's Faith-based and Community-based Advisory Council and develops and maintains collaborative relationships with Long-Term Recovery Organizations and Voluntary Organizations Active in Disaster.
- Develops, coordinates and delivers training and technical assistance to National Service sub-grantees and other Volunteer Florida sub-grantees and partners to develop emergency management related capabilities.



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- Provides program and fiscal oversight for all Volunteer Florida emergency management funding contracts to include budgets development, completion of required reporting and development of spending plans to ensure optimal utilization of funding.
- Pursues funding opportunities to strengthen and expand ESF15 engagement and volunteer services statewide.

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### Secondary Duties and Responsibilities:

- Performs other related duties as assigned.

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### Knowledge, Skills and Ability:

- Knowledge of state and federal emergency management systems and procedures.
- Knowledge of leadership and management principles for effective supervision of staff and the development and implementation of the organization's mission and goals.
- Knowledge of volunteer programs.
- Skill in identifying training needs, developing training materials and conducting training and technical assistance.
- Skill in grant and contract management including procurement.
- Skill in utilizing PC computers and MS Office.
- Ability to communicate effectively orally and in writing.
- Ability to establish, develop and maintain effective working relationships with public and private organizations.
- Ability to provide team leadership and supervision, determine work priorities, assign work, and ensure proper completion of work assignments.
- Ability to organize data into logical formats for presentation in reports, documents and other written materials.
- Ability to solve problems effectively and work independently.
- Ability to manage contracts and special projects including assessing compliance and budgetary needs.
- Ability to work long hours under stressful conditions.
- Ability to travel independently and on short notice utilizing both air and ground Transportation.
- **Public Safety and Security** — Knowledge of and ability to apply relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.



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- **Law and Government** — Knowledge of and ability to interpret and apply federal and state laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules.
- **Administration and Management** — Skill and ability to apply 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** — Ability to communicate structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Education and Training** — Knowledge of and ability to apply principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Service Orientation** — Ability to actively identify and develop ways to assist people.
- **Complex Problem Solving** — Demonstrate the ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Coordination** — Ability to coordinate among members of the team and between other departments or external organizations to meet performance objectives.
- **Critical Thinking** — Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Speaking** — Ability to talk to others to convey information respectfully and effectively.
- **Deductive Reasoning** — Ability to apply general rules to specific problems to produce answers that make sense.
- **Oral Comprehension** — Ability to recall and articulate detailed information from ideas presented through spoken words and sentences.
- **Oral Expression** — Ability to communicate information and ideas in speaking so others will understand.
- **Problem Sensitivity** — 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.
- **Speech Clarity** — Ability to speak clearly so others can understand you.



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### Authority/Judgement/Disclosure/Financial Responsibility:

#### Authority:

Limited supervision. Work is performed to a large extent on own responsibility after assignment, with some choice of method. Required to continuously exercise Independent discretion and judgement in matters of importance without supervision.

#### Judgment Decisions:

Mistakes and errors in judgment are significant, difficult to detect, involving major expenditures, may involve the preparation or presentation of data on which management bases important decisions.

#### Disclosure of Information:

This position involves full and complete access to reports, records, plans, and programs where utmost integrity is required to safeguard the company's interests.

#### Financial Responsibility Selections:

Recommends and/or approves major capital expenditures involving the facility or equipment for use by an entire department or the organization.

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### Education and Experience Requirements:

- Bachelor's Degree from an accredited four-year college or university in Emergency Management, Social Sciences, or Public Administration.
- Minimum four years of experience in emergency management with supervisory experience.
- Substantial and relevant experience may substitute for the required educational degree.

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### Physical Requirements of the Position:

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 of the job.



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Light work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

### Visual Requirements of the Position:

Visual requirement equal to that for clerical administrative whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, etc.

### Physical Demands of the Position:

Place the corresponding letter next to each category. **“C”** Constantly-(6-8 hrs./day), **“F”** Frequently-(3-6 hrs./day), **“O”** Occasionally-(up to 3 hrs./day), or **“NA”** if not applicable. Indicate the appropriate weight where applicable. (i.e.: Up to 25 lbs., 26-50 lbs. or Over 50 lbs.)

NA	Climbing	NA	Balancing	NA	Stooping
NA	Kneeling	NA	Crouching	NA	Crawling
O	Reaching	C	Standing	C	Sitting
O	Walking	NA	Feeling	C	Fingering
NA	Grasping	O	Repetitive Motion	C	Talking
C	Hearing	O	Pushing up to 25 lbs.	O	Pulling up to 25 lbs.
O	Lifting to 25 lbs.				



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### Environmental Conditions of the Position:

The environmental conditions described here are representative of those that must be expected and adhered to 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 of the job.

Place the corresponding letter next to each category. “**C**” Constantly-(6-8 hrs./day), “**F**” Frequently-(3-6 hrs./day), “**O**” Occasionally-(up to 3 hrs./day), or “**NA**” if not applicable.

<b>F</b>	The worker is subject to inside environmental conditions: Protection from weather conditions to include temperature change.
<b>O</b>	The worker is subject to outside environmental conditions: No effective protection from weather.
<b>OF</b>	The worker is subject to both environmental conditions: Activities occur inside and outside.
<b>NA</b>	The worker is subject to extreme cold: Temperatures below 32 degrees for periods of more than one hour.
<b>NA</b>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<b>NA</b>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<b>NA</b>	The worker is subject to vibration: Exposure to oscillating movements of the extremities of whole body.
<b>O</b>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to heat and exposure to chemicals.
<b>NA</b>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<b>NA</b>	The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.
<b>NA</b>	The worker is required to wear respirator.
<b>C</b>	The worker is substantially exposed to adverse environmental conditions (unlike in a typical office or administrative work).



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**Conclusion:**

1. A review of this description has separated the marginal functions of the position that are incidental to the performance of fundamental job duties. All primary duties and requirements are essential job functions.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. All job requirements are subject to possible modification by Volunteer Florida as deemed necessary.
4. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or anyone else.
5. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor or Volunteer Florida.
6. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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**Acknowledgement:**

Employee Signature:

Date:

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Supervisor's Signature:

Date:

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Administration:

Date:

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