

## *Volunteer Florida*

### Position Description

Job Title	Department	Status	Reports to (Title):
Deputy Director of Emergency Management	Emergency Management	Exempt	Emergency Management Director

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#### **Purpose of Job:**

In the absence of the Director, performs the duties of the Director. Has the lead in program oversight for CERT Program and support trainer for Florida Disaster Emergency Management (FDEM) contracted training for partners around the state.

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#### **Primary Duties and Responsibilities:**

1. Develops, supports and conducts training and technical assistance to emergency management and volunteer connector organizations to build capacity to effectively manage volunteers and donations before, during and after disasters.
2. Develops partnerships with local, statewide and national voluntary organizations to promote volunteers engaged in emergency management roles. Maintains a working relationship with county emergency management directors, staff and community-based organizations to enhance coordination of volunteer and donation efforts before, during and after disasters.
3. Serves as the Alternate Emergency Coordinating Office for ESF 15 at the State Emergency Operations Center during activation. Performs emergency management operation duties prescribed in standard operating guidelines.
4. Provides CERT programs throughout the state in related services, planning, coordination and development of training activities, through partnerships and relationships with CERT programs. Participates, as appropriate, in those training activities. Works with the Florida CERT Association, and National CERT Association to expand and develop statewide programs and offer technical support to all CERT programs across the state.
5. Oversees the development, revision and implementation of Volunteer Florida's Comprehensive Emergency Management Plan (CEMP) and Continuity of Operations Plan (COOP) by incorporating lessons learned, best practices and suggestions from internal and external stakeholders.
6. Works with Emergency Management Director to support the planning, implementation and support of special events and statewide convenings, conferences and outreach events.

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#### **Secondary Duties and Responsibilities:**

1. Provides support to Emergency Support Functions (ESF) 15 Operations as required at direction of the Director.
  2. Provides support to other team members as required.
  3. Performs other related duties as assigned.
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#### **Knowledge, Skills and Ability:**

- Knowledge of emergency management principles and practices.
  - Knowledge of volunteer program development.
  - Knowledge of grant writing and grant management.
  - Skill in using a personal computer, MS Word, PowerPoint and Outlook.
  - Skill in organizing administrative processes and administrative details.
  - Skill in active listening.
  - Ability to provide training and technical assistance for projects and programs.
  - Ability to work with a diverse group of people.
  - Ability to communicate effectively both orally and in writing.
  - Ability to speak publicly, make presentations and conduct training.
  - Ability to establish and maintain effective working relationships with others, especially governmental entities, volunteer organizations and volunteer/community service programs.
  - Ability to work in a team environment.
  - Ability to think independently, prioritize needs and work effectively with public and private non-profit agencies and organizations on a statewide basis.
  - Ability to facilitate meetings and coordinate training conferences.
  - Ability to work in a fast-paced work environment with tight deadlines.
  - Ability to work long hours under stressful conditions.
  - Ability to travel independently and on short notice, using vehicles and air transportation.
  - Ability to drive passenger vehicles and vans.
  - Ability to travel for up to three (3) weeks, during disaster activation.
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#### **Knowledge, Skills and Abilities Preferred:**

- Volunteer related emergency management experience.

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- Donations related emergency management experience.
  - Grant writing and management experience.
  - Familiarity with FEMA Volunteer and Donations Management training courses.
  - Three years' experience in training adults.
  - Ability to lift and carry training materials.
  - Ability to work in a variety of environments: inside, outside, in high heat and humid conditions and in temporary shelters, etc.
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#### **Authority/Judgment/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 judgment in matters of importance without supervision.

##### **Judgment Decisions:**

Mistakes and errors in judgment are serious in nature, causing considerable loss of money, production time or adversely affecting customer relations.

##### **Disclosure of Information:**

This position involves work with some information that should be safeguarded, but the full import is not apparent or the effect of any disclosure would be negligible.

##### **Financial Responsibility Selections:**

Purchase supplies necessary for performance of personal or immediate work group's job functions.

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#### **Education and Experience:**

- Bachelor's Degree from an accredited college or university in Emergency Management, Public Administration, business, Communication Education or a related field.
- Four years' experience in Emergency Management program development, project

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administration or related work.

- Experience may be used as a one for one substitution for education.

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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.

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.)

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

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#### Environmental Conditions 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.

<b>C</b>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature change.
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<b>O</b>	The worker is subject to outside environmental conditions: No effective protection from weather.
<b>O</b>	The worker is subject to both environmental conditions: Activities occur inside and outside.
<b>O</b>	The worker is subject to extreme cold: Temperatures below 32 degrees for periods of more than one hour.
<b>O</b>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<b>O</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>O</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>O</b>	The worker is not substantially exposed to adverse environmental conditions (unlike in a typical office or administrative work).

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### **Character and Scope of Supervision:**

This position does not require supervisory duties to be carried out. Two variables are described herein. 1) The character of the supervision, 2) The number of employees that are supervised by this position.

Department(s) supervised	N/A
Total number of employees in department(s)	0
Job titles and number of employees in each title	0
Percentage of time required to provide supervision	0%
This position recommends hiring	No
This position approves hiring	No
This position recommends discipline	No
This position approves discipline	No
This position recommends wage increase	No
This position approves wage increase	No
This position recommends discharge	No
This position approves discharge	No

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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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Employee Signature:

Date:

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Supervisor's Signature:

Date:

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Human Resources:

Date:

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**VOLUNTEER FLORIDA IS AN EQUAL OPPORTUNITY EMPLOYER**

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