The Bradford County Sheriff’s Office is seeking a qualified candidate to fill an anticipated vacancy in the Emergency Management Division. Under the supervision of the Emergency Management Director, the employee will be assigned duties relating to the administrative and operational functions of the Division. Duties, responsibilities, and qualifications may be reviewed in the attached Position Description.

**General Information**

**Position Title:** Emergency Management Specialist  
**Salary:** $20.00 – $21.50 per hour, depending on qualifications.  
**Benefits:** Information available upon request.  
**Job Type:** Full-Time, Hourly  
**Opening Date:** July 11th, 2023  
**Closing Date:** July 28th, 2023

**Application Information**

Those wishing to apply should submit a Support Staff Application, found at www.bradfordsHERiff.org/human-resources/ to the Bradford County Sheriff’s Office, Attn: Human Resources. Notary services are available at the Sheriff’s Office, Monday-Friday, 8:00 AM – 5:00 PM, excluding holidays. Applications may be turned in in-person at the Sheriff’s Office, located at 945B North Temple Avenue, Starke, Florida 32091 or may be mailed to PO Box 400, Starke, Florida 32091.

**All applications must be turned in or postmarked no later than 5:00 PM ET on July 28th, 2023.**
BRADFORD COUNTY SHERIFF’S OFFICE
EMERGENCY MANAGEMENT DIVISION

EMERGENCY MANAGEMENT SPECIALIST
POSITION DESCRIPTION

MAJOR PURPOSE AND FUNCTION OF JOB

At the discretion of the Director, act as Interim Director in their absence.

Assist the Director to develop, manage, and maintain budgets, grants, Standard Operating Guidelines, and/or plans, as assigned.

Accomplish the administrative, logistical, operational, planning and/or financial functions for the Division, as assigned.

Assume assigned roles within the Emergency Operations Center during activations.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

Assist in coordinating emergency management activities between county, state, and federal departments and agencies.

Assume the role of Project Manager for any assigned grants.

Assist with developing and conducting training, drills, and exercises.

Design and implement, at the discretion of the Director, public education and information to the stakeholders of the county in all matters relating to emergency management.

Develop, coordinate, and assist in implementation of plans for preparedness, prevention, response, recovery, and mitigation functions dealing with natural and/or man-made disasters.

Maintain contact and provide routine briefings for all of the Division’s stakeholders, as directed.

Generate various specialized correspondence, memorandums, agendas, reports, forms, and/or manuals.

Participate in various working groups and planning committees.

Performs other duties as assigned or required.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
Implement the provisions set forth in Chapter 252.38 and 252.60, Florida Statutes.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of emergency management including disaster planning, mitigation, preparedness, response, and/or recovery.

Knowledge of administrative support functions, to include but not limited to, records management, report processing, and/or finance administration.

Knowledge of local, federal, and state laws and regulations relative to organizing, directing, and maintaining an effective and responsive emergency management program.

Knowledge of technical, tactical, and educational techniques required in the development and management of an emergency management program.

Ability to establish and maintain effective working relationships with other county Emergency Management Directors, volunteer workers, other Emergency Support Function (ESF) staff, officials, civic groups, and the general public.

Proficient in the use of computer software, including word processing, spreadsheets and presentation software.

Knowledge of the principles and practices of general and specific office procedures.

Ability to communicate effectively both orally and in writing. Must be able to conduct presentations and platform instruction.

Must be willing to travel to attend training and/or conferences, as well as to deploy to disaster sites in mutual aid situations.

Must be able to work routine office hours, but also be available and prepared to respond to any emergency, disaster, or potential emergency seven days a week, 24 hours a day unless previously arranged otherwise when another qualified individual is available.

**MINIMUM QUALIFICATIONS**

High school diploma, or General Equivalency Diploma (GED), and at least two years of experience in emergency management or two years’ experience as a full time first responder (law enforcement, fire rescue, emergency medical technician, paramedic, or public safety telecommunicator).

Must have a working knowledge of current practices, principles, and mission areas of the emergency management field.
Must complete the FEMA PDS (Professional Development series) of training within the first year of employment.

Must complete FEMA Independent Study Courses IS-100, IS-200, IS-700, IS-800 within 6 months of employment.

Must possess and maintain a valid Florida Driver’s License and be able to safely operate motor vehicle equipment.

Must be able to successfully pass a background check, to include fingerprints and drug screen.

**PREFERRED QUALIFICATIONS**

Four (4) years of experience in Emergency Management, Public Safety, or Public Administration.

Two (2) years of Project Management experience.

Advanced training in the emergency management field.

A bachelor’s degree in the field of emergency management, planning, business administration, or public administration.

A professional designation by a recognized emergency management association (i.e. FEPA, IAEM, etc.).

**ENVIRONMENTAL REQUIREMENTS**

Must be able to work inside and outside in temperature and weather extremes. Duty performance may involve working near strong odors, fire, smoke, dust, pollen; high humidity or rainfall; noise extremes or vibrations; and traffic hazards.

Must have acceptable hearing and vision (with or without correction).

Must be able to sit or stand for long periods of time.

Must be able to lift up to 25 pounds without assistance.

**EQUAL OPPORTUNITY EMPLOYER**

The Sheriff’s policy is to provide equal employment opportunity to all qualified staff members and applicants for employment regardless of race, color, sex, sexual orientation, gender identity, age, religion, disability, marital status, veteran status or national origin. The intent and desire is that equal employment opportunities will be provided in employment recruitment, selection, compensation, benefits, promotion, demotion, lay-offs, termination and all other terms and
conditions of employment. Reasonable accommodations will be made for otherwise qualified individuals, in consonance with the Americans with Disabilities Act (ADA).