

## VACANCY ANNOUNCEMENT

**JOB TITLE: Administrative Coordinator- Emergency Management**

**POSTING DATES:** Until Filled

**WORK LOCATION:** LaBelle, FL

### **POSITION SUMMARY:**

The Administrative Coordinator for the Hendry County Emergency Management performs a variety of administrative and financial management functions including, but not limited to purchasing, contract management, grants management, tracking budgets, logistical support, community outreach, and various clerical support duties.

### **DUTIES AND RESPONSIBILITIES:**

Serves as the Finance/Administration and Logistics chief day-to-day during Blue Skies.

Performs a variety of clerical accounting duties related to purchasing, managing and reconciling grant funds and monitoring project progress, tracking revenues and expenditures, and preparing periodic financial reports.

Provides general clerical support to the EM department. Answers phones, receives and responds to correspondence, creates and maintains files, copies and mails documents, maintains activation and alert rosters, etc.

Manages various local, state and federal pass through grants.

Performs a variety of logistical duties related to purchasing goods and services. Inputs purchase orders into the purchasing system.

Approves and assigns account codes to bills and invoices, and authorizes payment at the direction of the Director. Assigns account codes and copies all incoming checks and forwards for deposit. Maintains records of revenues and expenditures.

Coordinates the development and maintenance of the Emergency Management Department budget and spending plans. Ensures that Hendry County plan is consistent with County, State and Federal; budgetary spending and grant requirements and that all deliverables and deadlines are kept.

Reports to the Emergency Operation Center in the event of activation during or in preparation for a local state of emergency and in the event of a drill or exercise. Assists incident command staff as directed.

Coordinates with other Emergency Management staff in the development and maintenance of plans such as the Local Mitigation Strategy, Continuity of Operations Plan, Debris Management Plan, etc...as these plans may pertain to administrative and logistical requirements.

Serves as Person with Special Needs (PSN) Shelter client coordinator. Conducts PSN meetings and takes notes. Sends out PSN registration forms to past PSN Clients and to individuals requesting to register for the PSN program. Obtains Health Dept. approval for program enrollment. If approved, program participants will be entered into data files for transport to and shelter at designated PSN shelter(s).

Provides community outreach to inform citizens about the PSN program.

Serves as Secretary to the Emergency Services Council. Takes, prepares and distributes meeting minutes.

Prepares agendas and sends meeting reminders. Assists with meeting scheduling and preparation.

Performs a variety of duties to support the county 911 program. Assist in the process and management of State E911 grants. Assist in processing E911 invoices for payment and tracking.

Updates and maintains the Master Street Address Guide (MSAG) database as required. Responds to 911 address verification and correction requests as needed.

Coordinates with public safety GIS professionals to ensure addresses are accurate and conform to public safety standards.

Plan, develop, and deliver public outreach presentations.

Coordinates maintenance and repairs at the EOC. Places work orders for County Maintenance. Schedules service technicians for various HVAC, electrical, and structural repairs.

Oversees EOC access program. Ensures that electric gate and electric door locks are open and closed at appropriate times. Issues EOC ID cards.

### **OTHER FUNCTIONS:**

Attends various meetings as directed.

May be required to travel for professional conferences and training.

Attends community events for public safety outreach programs.

May respond to emergencies in a support role.

Required to be on rotation for on-call duties in Hendry County.

Responds to work during a declared state of emergency for extended period of time.

Other duties as assigned.

### **KNOWLEDGE, SKILLS, ABILITIES, AND COMPETENCIES REQUIRED:**

Skilled in purchasing and accounting procedures.

Ability to communicate effectively, both orally and in writing.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with associates, subordinates, public officials, other governmental agencies, and the general public.

Knowledge of Incident Command system and procedures.

Knowledge of state and local emergency management programs and procedures.

Ability to work long shifts during Emergency Operations Center activations.

Ability to work under stressful conditions.

Ability to address civic, government, and community groups to enhance public preparedness and explain Emergency Management program activities.

Ability to transcribe meeting minutes from audio recordings.

Ability to use a PC with Microsoft Windows and Office Suite.

### **MINIMUM QUALIFICATIONS:**

A High School diploma and four years of administrative and accounting experience or a Bachelor's degree in Emergency Management, Business Administration, Public Administration or related field, **and** two (2) years administrative or equivalent experience. Must complete ICS 100, 200, 300, 400, 700, 800 within 6 months of hire.

***The preferred candidate, having met the minimum requirements;*** will have at least three (3) years of experience working within an Emergency Management organization.

### **HOURS OF WORK:**

Monday – Friday, 8:00-5:00 some overtime may be required.

This is a full-time position and includes County medical benefits and State Retirement.

### **ANTICIPATED STARTING PAY:**

Starting pay 17.00-20.00/hr. based on experience.

TO APPLY: Submit a completed [Hendry County BOCC Application](#), [Survey](#), and [Veteran's Preference form](#) to:

Audelia Bustamante  
Hendry County BOCC  
P.O. Box 2340 LaBelle, FL 33975  
(Physical address: 640 S. Main Street)  
Telephone: 863-675-5352

Fax: 863-674-4195

<http://www.hendryfla.net>

[audelia.bustamante@hendryfla.net](mailto:audelia.bustamante@hendryfla.net)

HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN  
HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDE APPROPRIATE AIDS AND SERVICES FOR QUALIFIED PERSONS WITH  
DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE HR DIRECTOR AT THE  
NUMBER AND ADDRESS ABOVE FOR ASSISTANCE.