



SOUTH FLORIDA REGIONAL PLANNING COUNCIL (SFRPC)

Date: October 14, 2020

Location: Hollywood, Florida

Position Open: Local Emergency Planning Committee (LEPC) Coordinator

Hours: 40 hours per week

Salary Range: \$60,000 - \$70,000

Availability: Until the position is filled

General Information:

Since 1988, the South Florida Regional Planning Council has served as staff to the South Florida Local Emergency Planning Committee (SoFlaLEPC), which encompasses Miami-Dade, Broward and Monroe Counties. LEPCs were established by the Emergency Planning and Community Right-to-Know Act (EPCRA), Title III of the EPA Superfund Amendments and Reauthorization Act (SARA). Congress enacted EPCRA in an effort to help local communities protect public health and safety and the environment from chemical hazards.

Position: Local Emergency Planning Committee Coordinator

This is a highly responsible professional and technical position in the fields of emergency management, disaster preparedness, hazardous materials planning and community outreach.

Nature of Work:

This position requires a responsible, professional level of work to accomplish all outputs, management and execution of activities related to the South Florida Local Emergency Planning Committee, including contracts, budget, quality control, timeliness, deliverables and invoicing.

Primary Duties:

- Manage the Florida Division of Emergency Management (FDEM) LEPC Staff Contract, liaison with the State Emergency Response Commission (SERC) and attend its quarterly meetings.
- Coordinate the SoFlaLEPC Committee activities, including preparing and hosting quarterly meetings for the 50+ members.

- Direct the annual fullscale training exercise using DHS HSEEP Guidelines.
- Manage the FDEM Hazardous Materials Emergency Planning (HMEP) Contract, including coordination of the Annual Planning Project.
- Manage the FDEM HMEP Training Contract, including coordination of 10 to 15 training classes sponsored annually, instructor contracts, venues, and student registrations.
- Manage the FDEM Hazards Analysis Contract for Monroe County.
- Liaison with the Southeast Regional Domestic Security Task Force (SERDSTF), attend quarterly and other meetings as required.
- Provide training exercise support as requested by the SERDSTF using DHS HSEEP Guidelines.
- Assist Council staff in any project as directed by the Executive Director.

Required Knowledge, Abilities, and Skills:

- Knowledge of emergency management, disaster preparedness, hazardous materials planning.
- Knowledge of Department of Homeland Security (DHS) Homeland Security Exercise Evaluation Program (HSEEP) Guidelines.
- Knowledge of EPA CAMEO Software Suite.
- Ability to manage contracts and budgets.
- Ability to travel out of town for several days at a time to attend meetings and conferences.
- Ability to work after hours as needed to complete contract deliverables on time.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to proof own work.
- Ability to handle multiple projects simultaneously.
- Ability to establish and maintain effective working relationships with superiors and co-workers.
- Excellent interpersonal, verbal, and written communication skills, including proper spelling, grammar, and editing for clarity.
- Proficient computer skills including the full Microsoft Office365 suite.
- Strong attention to detail, multitasking abilities, and organizational skills.
- Ability to speak, read and write English fluently is required; additional languages a plus.
- Local knowledge of Southeast Florida and ability to communicate in a non-partisan, politically sensitive manner.

Education/Experience:

Bachelor's Degree in Emergency Management, Disaster Preparedness, Hazardous Materials Planning, or related field. Additional experience may substitute for the required education on a year-for-year basis.

A minimum of two to three years of professional experience in emergency management, disaster preparedness, hazardous materials planning, or a related field is required.

Physical and Sensory Requirements / Environmental Factors:

- **Physical Ability:** Duties require the ability to exert light to medium physical effort in sedentary to active work. This may include the occasional lifting, carrying, pushing and/or pulling of objects and materials of heavier weight. Tasks may involve extended periods of time at a keyboard or workstation.
- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.
- **Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

License, Certification or Registration:

- Must have a valid driver's license and be able to secure a valid Florida driver's license at the time of employment within this classification.

Job Location:

South Florida Regional Planning Council, One Oakwood Boulevard, Suite 250, Hollywood, Florida 33020

Salary and Benefits: The SFRPC offers a competitive salary and full benefits package including eleven annual paid holidays plus a personal day; sick leave accrued at 3.5 hours per pay period and vacation at 4 hours per pay period (for the first three years, 5 sick and 6.5 vacation thereafter). Paid employee healthcare, pension benefits and parental and family leave. Salary subject to negotiation.

Please submit resume fully describing experience and qualifications to Manny Cela, Deputy Director, at celam@sfrpc.com.

Contact:

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