

## **Emerald Coast Regional Council Program Coordinator III – Hazardous Planning**



Emerald Coast Regional Council is one of ten regional councils in the state of Florida. For more than 55 years, ECRC has supported its seven-county region in technical assistance, economic development, and planning across a multitude of disciplines, programs, and services. ECRC team members enjoy a generous benefit package and true work/life balance as they serve the area known for community, growth, and the unrivaled beauty of the Emerald Coast.

**The Emerald Coast Regional Council is seeking a Program Coordinator III - Hazardous Planning.** Under the supervision and guidance of the Community and Economic Development Director, the Program Coordinator performs senior level program coordination and support for community-based public and government related programs; specifically, with the Local Emergency Planning Committee (LEPC), Small Quantity Generator (SQG) program, and hazardous materials planning and programs.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Develops, implements, coordinates, promotes, and evaluates programs; ensures program contract or regulatory compliance
- Administers policies, procedures, and guidelines for programs and strategies
- Identifies problems, issues, and opportunities related to the program; develops and recommends short and long-term plans for programs; assists in creating performance objectives; implements and monitors programming to meet desired outcomes
- Conducts field inspections and assessments related to small quantity generators of hazardous materials
- Schedules, facilitates, and instructs hazardous materials training programs for external partners; submits any related documents for certification purposes; organizes and distributes payment to instructors as applicable
- Develops yearly outreach plans according to program needs and capacity in conjunction with the Marketing & Outreach department; implements public relations, marketing and communications strategies to support program goals and increase community awareness
- Assists with fiscal operations by tracking expenditures and making recommendations to management
- Provides staff support to local boards/committees related to assigned area of responsibility to include but not limited to: creating agendas, recording minutes, scheduling meetings, and creating public notices
- Organizes and attends meetings with designated individuals to foster positive relationships
- Serves as point of contact for agencies and organizations related to assigned area of responsibility
- Prepares and maintains records and reports to ensure accurate data entry; may present reports and other findings to staff, boards, and councils related to assigned area of responsibility

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other related duties as assigned.)*

# **Emerald Coast Regional Council**

## **Program Coordinator III – Hazardous Planning**



### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in business, program management or related field
- Five (5) or more years' program coordination experience
- Must pass a pre-employment drug screen and background check

### **PREFERRED QUALIFICATIONS:**

- Experience in Emergency Response/Management
- Advanced computer skills (to include Microsoft Office applications)

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

- Advanced knowledge of program coordination and development and local government policies and procedures
- Considerable knowledge of principles and practices of research and data collection
- Considerable knowledge of pertinent federal, state and local laws, codes and regulations including recent changes
- Knowledge of specialization such as hazardous planning, small quantity generators, and economic development
- Skill in paying high attention to detail
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to effectively present information and technical advice to management and external partners
- Ability to determine compliance with regulations and to apply regulations to field conditions
- Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to manage multiple priorities to ensure that deadlines are met
- Ability to prepare clear, accurate and concise records and reports

### **PHYSICAL REQUIREMENTS:**

Tasks involve light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds) and minimal dexterity in the use of fingers and limbs in the operating of office equipment. This job operates in a professional office environment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed in a typical office environment without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**Emerald Coast Regional Council  
Program Coordinator III – Hazardous Planning**



**SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

**HOW TO APPLY:**

Please visit <https://www.ecrc.org/employment> to obtain an application and instructions regarding submission. **Candidates will not be considered until both the completed application and resume are received.**

*The ECRC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the ECRC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. ECRC is a Drug Free Workplace.*