

# Falls County Office of County Judge

## EMERGENCY MANAGEMENT COORDINATOR (EMC) JOB DESCRIPTION POSITION

**SUMMARY:** Under the general direction and supervision of the Falls County Judge, the Emergency Management Coordinator (EMC) is responsible for the overall coordination of the planning, preparation, training and execution of the Falls County Emergency Management Program as well as manage the day to day administrative and emergency operational activities within the Office of Emergency Management of Falls County. The EMC will be responsible for federal disaster grants to the county; including damage assessment, production of project proposals, grant applications, project implementation and grant administration and reporting. The EMC must be available to respond to emergency situations during and after regular business hours and on weekends and holidays. The EMC will use considerable independence and professional decision making while working in this position.

### RESPONSIBILITIES:

Keeps the County Judge informed of the preparedness status and emergency management needs at all times.

Plans, organizes and directs the emergency management program, including the presentation of emergency awareness programs.

Coordinates local planning and preparedness activities and the maintenance of the county's emergency management plan with cities, schools, churches, businesses and other agencies and community organizations.

Prepares and maintains a resource and volunteer inventory.

Develops and maintains an inventory of all Emergency Management equipment and resources purchased, distributed and replaced.

Coordinates appropriate training for local emergency management personnel and responders.

Performs day-to-day liaison with the state emergency management staff and other local emergency management personnel in the region.

Work with the Texas Department of Emergency Management (TDEM) on maintaining and updating the county emergency plans, hazard mitigation and any other programs as required by state and federal entities.

Coordinate and plan accordingly with our assigned TDEM Chief Liaison Officer (CLO).

Coordinates with organized volunteer groups regarding emergency operations.

Continually evaluates the emergency radio and other communications systems for the county's public safety organizations.

Maintains the county's Emergency Operations Center (EOC) in a continuous state of readiness. Plan and coordinate an Alternate EOC in the event a need arises during disaster situations.

Acts as the EOC Manager during a major incident that requires the activation and operation of the EOC.

Directs the development and administration of a public information program designed to create emergency awareness among the residents of the county.

Coordinates participation in disaster exercises.

Performs various special research projects and may be responsible for administering special programs.

Prepares, submits and justifies the annual emergency management budget; secures technical and financial assistance through grants and Public/Private partnerships.

Reviews, revises and updates the Falls County Emergency Management Plan on an as-needed basis in a manner that meets or exceeds state and national standards.

Chairs the Local Emergency Planning Committee (LEPC). Prepares materials for Commissioners' Court meetings; attends Commissioners' Court and other board meetings when requested.

May act as liaison with local and/or state agencies; may represent or act as liaison with other local organizations and community groups.

Supervises Emergency Management Volunteers.

Conducts annual safety meetings with various departments. Work with elected officials and department heads to review and implement safety measures.

Answers inquiries from citizens concerning emergency plans and procedures.

Responds to hazardous material incidents, bomb threats, severe weather alerts, and other natural or man-made emergencies on a 24 hour basis.

Utilizes computer models and various weather service products, stays abreast of current weather conditions and advises city/county administrators and/or department heads of any action that may be needed.

Maintenance of the county Emergency Response Vehicle as needed or scheduled.

Attend functions of the Heart of Texas Council of Governments (HOTCOG) to maintain operational readiness, knowledge of regional events and training opportunities. Serve as the county's representative on various committees or boards as related to emergency management.

**KNOWLEDGE/SKILLS/ABILITIES:**

Proficient in the use of technology, computers and various software including but not limited to Office, Word, Excel and others.

Knowledge of safety procedures and practices.

Must be highly motivated and work well both independently and in a team environment.

Ability to interpret, apply and explain policies and procedures. Ability to communicate both orally and in writing.

Knowledge of governmental structure and leadership.

Ability to gather, evaluate and analyze data.

Ability to make independent decisions and judgements.

Knowledge of applicable rules, regulations, ordinances, and codes pertaining to emergency management activities.

Ability to prepare reports, proposals, plans and recommendations to county, city, local businesses, general public and regional partners as related to emergency management.

Ability to work both indoors and outdoors in extreme heat or cold and around potentially dangerous environments as required during emergency events, natural or man-made disasters or other hazardous situations.

Ability to cooperate and interact with co-workers and the public frequently.

#### **EDUCATION/EXPERIENCE:**

Experience in emergency management, fire department operations, emergency medical operations, law enforcement operations and/or college level educations or course work/certifications in any of the above fields.

Completion of NIMS/ICS 100, 200, 300, 400 or the ability to obtain within one year of hire.

Valid Class C Texas driver's license.

#### **PREFERENCES:**

Certified Emergency Manager (CEM) or Texas Certified Emergency Manager (TEM).

Experience writing Emergency Management Plans that meet state requirements.

Excellent writing and speaking ability, including public presentations.

#### **WORKING CONDITIONS:**

Work takes place in and out of a county office and in a vehicle on county roads and streets. The noise level can be loud while driving. Outside weather conditions may fluctuate from extremely hot (above 90 degrees) to cold (below 30 degrees). In outdoor conditions, employee may frequently be exposed to high humidity, hot sunlight and/or rain, hazardous road conditions and gasoline fumes. In outdoor conditions, employee may occasionally be exposed to hail, sleet and/or snow. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. Exposure to animals, wildlife, reptiles and insects is possible.

**PHYSICAL REQUIREMENTS:**

Ability to occasionally lift and/or move up to 50+ pounds to waist high level

Must be able to frequently stand, walk, sit, reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; taste and smell.

Ability to taste, smell, feel, talk and hear.

Specific vision abilities required which includes close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Ability to operate county vehicle in all types of weather.

**LIMITATIONS AND DISCLAIMER:**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The job description IN NO WAY STATES OR IMPLIES that these are the only duties of the employee.

**JOB DESCRPTION:**

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

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 other job related duties requested by their supervisor in compliance with state and federal laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

## **JOB DESCRIPTION**

### **911 ADDRESSING COORDINATOR**

Respond to citizen requests for 911 addresses  
Ability to communicate with the public and others  
Capable of learning to or operating GPS equipment  
Respond to requests from postal service and utilities  
Address clubs and groups on 911 addressing  
Capable of using emergency notification system (ENS)  
Attend meetings as necessary.  
Serve on committee's as appointed  
Communicate effectively  
Independently handle a wide variety of situations  
Answer telephone and questions and evaluate request  
Compose and prepare correspondence and reports  
Perform other job duties as assigned  
Establish own work plan and priorities  
Operate basic office equipment  
Operate computer and applicable programs  
Operate plotter  
Maintain records, files, and reports  
Maintain effective working relationship with others  
Knowledge of and ability to read county maps