

Job Description: EMERGENCY SERVICES COORDINATOR

CLASS NO. 3301

EEOC Category: Protective Service Workers

PAY GROUP: 27

FLSA: Nonexempt

SUMMARY OF POSITION

Serves as primary support for the Commissioners' Court on matter pertaining to Emergency Services (Fire and EMS) and related operations. Coordinates Fire and EMS funding.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chambers County Commissioners' Court
2. Directs: Has contact with Fire and EMS departments, other county employees, and the general public.

EXAMPLES OF WORK

ESSENTIAL DUTIES*

Serves as the point of contact between Fire and EMS Departments and Chambers County;

Coordinates the application for and disbursement of county Fire and EMS funding;

Monitors departments' compliance with program guidelines and contract, and reports violations to Commissioners' Court;

Works and coordinates with Communications department in matters relating to Emergency Services Communications and emergency paging systems;

Interacts professionally with Fire and EMS personnel, county and city officials, other employees, and the general public;

Oversees maintenance of County Checkout Vehicles at courthouse;

Oversees the department employees of the Fire Marshal's Office;

Oversees the department and employees of the Safety Department;

Oversees the Office of Emergency Management;

Organizational Chart Attached;

Adheres to Chambers County Personnel Policies.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

1/2012

CLASS NO. 3301 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Chambers County Fire and EMS funding program guidelines;

Knowledge of applicable regulations pertaining to Fire and EMS departments;

Knowledge of Fire and EMS organization and operations.

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ACCEPTABLE TRAINING AND EXPERIENCE

High School graduation or equivalent, four year degree preferred;

Volunteer and/or paid Fire and EMS experience;

Experience in supervisory positions;

Experience in Emergency Operations.

CERTIFICATES AND LICENSES

Texas Department of State Health Services EMT-B certification, EMT-P;

Texas Commission on Fire Protection Firefighter Basic certification preferable;

Appropriate Texas Driver's License.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
1/2012

Emergency Services Department Organizational Chart



