

Job Description: EMERGENCY MANAGEMENT COORDINATOR

CLASS NO. 3302

EEOC Category: Officials and Administrators

PAY GROUP: 27

FLSA: Exempt

SUMMARY OF POSITION

Develops and implements an integrated comprehensive Emergency Management System for the county, including developing disaster contingency plans and awareness programs, and conducting/participating in practice exercises. Attends and represents Chambers County at regional and local disaster planning and exercise meetings, and the HGAC Homeland Security Coordinating Council.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge
2. Directs: Deputy Emergency Management Coordinator/Fire Marshal, Safety Coordinator, and Administrative/Safety Assistant
3. Other: Has contact with representatives in the Emergency Management field, other county employees and officials, and the general public.

EXAMPLES OF WORK

Essential Duties*

Supervises departmental personnel, including planning and assigning work, evaluating performance, and making recommendations on hiring, termination, and disciplining;

Develops and submits annual work plan and departmental budget detailing activities scheduled for next fiscal year to Governor's Division of Emergency Management for EMPG funding;

Develops, prepares, and maintains an all-hazards Emergency Operations Plan (EOP);

Conducts and/or Participates in exercises and drills that test the County Emergency Operations plan;

Serves as coordinator for Community Emergency Response Teams and other Citizen Corps Programs;

Provides Hurricane Awareness public information, and conducts hurricane awareness meetings as needed throughout the county;

Serves as Point of Contact and Coordinator for Homeland Security Grant Programs;

Attends continuing education classes and conferences as required by Governors Division of Emergency Management;

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 7/28/2015

CLASS NO. 3302 (Continued)

Attends state level Homeland Security and Hurricane Conferences and networks with other jurisdictions and state officials;

Works and coordinates with VOAD groups (Volunteers Active in Disaster) such as American Red Cross;

Maintains 211 database and STEAR (State of Texas Emergency Assistance Registry) Evacuation database;

Manages FirstCall Emergency Callout database;

Works and coordinates with Law Enforcement regarding Homeland Security matters;

Works with other county departments, as needed, regarding emergency preparedness;

Oversees Disaster Debris Management Plan;

Serves as NIMS (National Incident Management System) Compliance Coordinator for Chambers County. Tracks NIMS certifications and arranges for training for employees whose roles and job duties require NIMS certification.

Responds to Hazardous Materials releases and spills as needed. Recommends evacuation and public protective measures. Notifies appropriate state and government authorities regarding reporting of hazardous materials releases;

Participates in National Weather Service and State conference calls regarding severe weather and/or hurricane preparedness;

Monitors Severe Weather Events and reports situations, as appropriate, to city and county officials, as well as community and industry emergency planning contacts.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Public speaking; emergency management principles; emergency planning; shelter operations; hazardous materials; supervisory techniques and principles, and communications equipment.

Skill/Ability to: Operate a computer using email, word processing and spreadsheet software; analyze and interpret data; remain calm in stressful situations; establish and maintain working relationships with regulatory agencies; other county employees; volunteers; and the general public; supervise and motivate employees; demonstrate proficiency in both oral and written communications; and maintain appropriate certification.

CLASS NO. 3302 (Continued)

ACCEPTABLE TRAINING AND EXPERIENCE

High School Diploma or equivalent;

Supervisory Experience;

Related background/experience in Emergency Management or Emergency Operations;

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

CERTIFICATES AND LICENSES

Maintains certificates, licenses, and continuing education as required by local, state, and federal government.

Maintains HazMat Awareness or higher Level Certification;

Maintains NIMS certification.

Maintains valid driver's license.