

**Job Description: ASST. EMERGENCY SERVICES COORD.
(EMERGENCY SERVICES)**

CLASS NO. 3307

EEOC Category: Protective Service Worker

PAY GROUP: 25

FLSA: Nonexempt

SUMMARY OF POSITION

Serves as Assistant to Emergency Services Coordinator, which includes offices of Emergency Management, Fire Marshal, and Safety.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Emergency Services Coordinator
2. Directs: This is a non-supervisory position
3. Other: Has contact with Fire and EMS departments, other county employees, and the general public.

EXAMPLES OF WORK

Essential Duties*

Assists EMS and Fire Departments as needed, to include administrative guidance, grants, resources, and training.

Assists with Emergency Management, Fire Marshal, and Safety functions as needed.

Plans emergency exercises each year

Works productively with volunteer Fire and EMS personnel

Responds to emergency scenes as necessary and/or requested

Coordinates cleanup activities and notifications for hazmat incidents

Interacts professionally with county and city officials, other employees, and the general public

Performs yearly employee evaluations on sub-ordinates

Position is subject to after-hours call-outs

Position includes county assigned vehicle.

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Created and Approved CC 7/22/2014

CLASS NO. 3307 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Public speaking; emergency operations, including Fire and EMS, 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 certifications.

ACCEPTABLE TRAINING AND EXPERIENCE

High School diploma or equivalent;

Prior experience in EMS and Fire Service;

Prior experience in supervisory roles;

Knowledge of Hazardous Materials

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.

Valid Texas Driver's License Required;

Maintains Hazardous Materials Awareness Level Certification (minimum);

Maintains NIMS certification (IS-100, 200, 300, 400, 700, 800);

Department of State Health Services EMT-Basic or higher;

Fire Service Certifications preferable