

**Job Description: ADMINISTRATIVE / SAFETY ASSISTANT**  
**(EMERGENCY MANAGEMENT)**

**CLASS NO.** 3309

**EEOC CATEGORY:** Office & Clerical

**PAY GROUP:** 15

**FLSA:** Nonexempt

**SUMMARY OF POSITION**

Serve as assistant to Safety, Emergency Services, Emergency Management, and Fire Marshal.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports To: Emergency Management Coordinator

**EXAMPLES OF WORK**

**Essential Duties\***

Serves as assistant to Emergency Management Coordinator (includes Deputy Emergency Management Coordinator/ Fire Marshal).

Phone inquiries handled in a professional manner.

Prepare departmental requests for payment.

Prepares and submits annual Emergency Management Performance Grant application. Prepare and submit quarterly financial reports and bi-annual progress reports.

Review, update as needed and submit for State approval, Emergency Management Basic Plan and 22 Annexes..

Complete (2) TDEM Emergency Management training courses annually, one of which must be in a classroom setting (county covers expense).

Meet all other grant eligibility requirements.

Complete HAZMAT Awareness Course annually (county pays expense).

Complete all required NIMS compliance training (county pays expense).

Assist Coordinator in times of disaster. Assist in Coordination of evacuation and return of medical special needs population.

\*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 6/23/2015

**CLASS NO. 3309 (Continued)**

Maintains a file of hazardous chemicals reported annually by industry under SARA III.

Receive and review all pre-placement physicals and report results to departments.

Receive and review all worker's comp reports.

Receive and review TAC quarterly report on worker's comp claims and report findings to Auditor.

Investigate reports of health issues from departments including coordinating testing for mold and asbestos.

Maintain database of all CDL employees. Must be familiar with different classes of licenses, endorsements and restrictions. Notify depts. when renewals are needed.

Per agreement with DPS, check licenses of prospective employees upon request by depts.

Schedule employees for CPR training. Maintain database of certifications and expiration date.

Schedule employees for visits to specialists as required by DOT Medical Examiner certifications.

Work with TAC representatives. Complete necessary forms and provide documentation to apply for TAC Safety Award Program.

Assist E/M when needed. Gather needed information for EMPG. Participate in required 3 exercises per year and take training courses to remain eligible for EMPG funding.

HazMat Awareness Level Training.

Maintain NIMS certification.

Coordinate Hazard Communication Training for employees required to have training.

Any duties assigned by the Emergency Management Coordinator.

**CLASS NO. 3309 (Continued)**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Related experience in Emergency Services, Fire, EMS, or Emergency Management preferred;

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;

Experience in Emergency Operations or Emergency Services.

**CERTIFICATES AND LICENSES**

Appropriate Texas Driver's License.