



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Assistant Emergency Management Coordinator	Opening Date: June 7, 2022	Application Deadline: Open Until Filled	Job #: 220316
Department: Office of Emergency Management	Starting Salary: 60,000 – 65,000 Annually	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: The Assistant Emergency Management Coordinator performs general and technical duties relating to preparation, response, recovery and mitigation phases of comprehensive emergency management for Bastrop County and the Cities of Elgin and Smithville. This role also gives focus to employee workplace safety planning for Bastrop County. The role requires a talented, diverse, well-rounded, flexible team player that is able to perform work in traditional and non-traditional settings. Professionalism, the ability to multi-task, work independently and a high level of integrity are essential. Work involves creating comprehensive emergency management plans, exercising plans, evaluating performance and updating plans as necessary. The role includes conducting and attending training on a broad variety of disciplines; including the areas of emergency planning, health and safety practices, emergency medical service design and administration, and wireless communication. This position may also be responsible for leading, training, and organizing staff and assignments, interpreting and enforcing department policies and procedures in the absence of the Emergency Management Coordinator. This role *is not a first responder*; rather it includes assignment to staff command and general staff positions in the emergency operations center (EOC) in support of Type 3 incidents or as directed by the Coordinator. The Assistant Emergency Management Coordinator serves as an alternate Public Information Officer to the County Judge's Office during EOC activations.

General Knowledge, Skills, & Abilities: This position must have a good working knowledge of advanced principles and practices of emergency planning, health and safety practices; Principles and practices of emergency medical service and administration; General principles and practices of wireless communication principles; Demonstrated employee supervision and leadership skills. This position must also have the ability to demonstrate high level of proficiency with Microsoft Word, Excel, Outlook and PowerPoint; Respond during times of emergency, national disaster, and/or critical incidents regardless of weekday or time of day. Communicate clearly and concisely, both verbally and in writing. This role must establish effective working relations with county officials, department heads, staff and the general public.

Minimum Qualifications: A minimum of four (4) years in emergency planning, health and safety practices, emergency medical service, and wireless communication principles is desired. BS/BA from an accredited university with major coursework in emergency management, business, statistics, planning or related area is preferred. An equivalent combination of education, training and experience may be substituted. Must possess a valid Texas Driver's License.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

http://www.bastropcountytexas.gov/users/0001/forms_apps/Bastrop_County_and_Sheriffs_Office_Application.pdf. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/sit>



BASTROP COUNTY, TEXAS
Job Description

Job Title: Assistant Emergency Management Coordinator

Department: Bastrop County Office of Emergency Management **FLSA Status:** Exempt

Reports To: Deputy Director-Office of Emergency Management

SUMMARY: Under the direct supervision of the Deputy Director, this position assists in the coordination of the organization and operations of the Bastrop County Office of Emergency Management. Assists in the development and implementation of local, state, and federally sponsored emergency management programs including emergency preparedness, training and exercises, disaster response and recovery, and may coordinate these programs with other governmental, business and industrial, community service, and volunteer organizations. Acts as Public Information Office for the Deputy Director when requested. Interacts with the media and coordinates press conferences and media events.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Deputy Director;

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Assists in establishing and maintaining effective county-wide emergency preparedness programs that encompass aspects of emergency management (prevention, preparedness, response, recovery, and mitigation). Coordinates county-wide response, external assistance, and requested resources in the event of a disaster.
2. Coordinates, organizes and prepares all items necessary for the operation of Office of Emergency Management, including researching items for the department, ensures that reports are submitted to various external agencies in a timely manner. Prepares packets and or training materials required for meetings or classes.
3. Represents the Office of Emergency Management in meetings as directed by the Deputy Director. Will provide a summary of these meetings.
4. Monitors hazards and emergency and/or disaster situations. Assists in the proper implementation of emergency management plans. Assists in the development and maintenance of an essential personnel list for staffing the EOC during activations. Assists in the activation of designated response staff during times of emergency operations.
5. Develops and maintains a file plan, both electronic and physical, for all Office of Emergency Management records. Will inventory all records and files to ensure compliance with all requirements for the archival of records.

6. Assists in the update and maintenance of the Comprehensive Emergency Management Plan and associated annexes. Assists in the development and maintenance of policies and procedures for the County's preparedness for and response to emergencies and disasters.
7. Assists in identifying, obtaining, and managing grants related to Emergency Management and Homeland Security to include reporting. Monitors the implementation and related activities of grant programs, as required.
8. Monitors the annual department budget and assists in the preparation of the annual departmental budget request to include a forecast of funds needed for staffing, equipment, materials and supplies.
9. Assists in the planning, conducting, and evaluating of preparedness exercises, as needed. Assists in the training of County personnel including not limited to emergency preparedness, disaster recovery, and incident command.
10. Participates in community outreach programs and provides presentations concerning All-Hazards preparedness. Assists in the development of County-wide awareness and notification programs that encourage citizen disaster preparedness.
11. Works cooperatively with emergency management staff and County departments to maintain emergency response technology and equipment and ensure the readiness of each.
12. Maintains membership(s) in emergency management-related professional associations. Participates in emergency management professional development training opportunities as needed and attends various city, county, and state meetings relevant to emergency management. Provides County input and assistance by serving on various committees with local, regional, state, and federal government entities and/or other public agencies to ensure a coordinated multi-jurisdictional response.
13. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the public.
14. Maintains confidentiality and security of all Office of Emergency Managements information and systems.
15. During an emergency will report to the Emergency Operations Center, will act as directed by the Deputy Director. May be required to work nights and weekends in order to meet program needs and be able to respond to emergencies and disasters on a 24-hour basis.
16. Performs other related work or duties as assigned by supervisor.

OTHER FUNCTIONS:

Performs other job-related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

The employee is considered a vital member of the emergency management program and as such will be expected to support emergency response operations. Duties may be outside of the normal work hours and office conditions.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Advanced principles and practices of emergency planning, health and safety practices;
Principles and practices of emergency medical protocols and administration;
Data Conception: Requires the ability to compare plans, graphical and statistical data, and information relevant to the area of specialization. Must be able to read plans, manuals, labels, measurements, gauges, training materials, and correspondence. Maintain and create records, forms, reports, technical summaries, presentation materials, and correspondence;
Requires the ability to prioritize tasks, to apply principles of rational and influence systems, utilize principles of conceptualization, and to exercise sound judgment in the interest of regulatory compliance and public safety. Requires the ability to utilize long-term planning principles and techniques;
Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; interpret graphs; perform calculations involving variables and formulas;
Interpersonal Temperament: Requires the ability to deal with people from a variety of backgrounds in both giving and receiving instructions. Requires the ability to establish effective communication with professional, technical, and support personnel. Requires the ability to provide oral presentations. Excellent customer service skills required in serving the public and the community.

Ability to:

Respond to the Emergency Operations Center within 30 minutes.
Make decisions in emergency situations;
Respond during times of emergency, national disaster, and/or critical incidents regardless of weekday or time of day;
Assist emergency management agenda, programs, grants, and contracts;
Coordinate disaster response activities and recovery projects that involve other county departments and functions;
Attend and conduct a variety of training classes and conferences;
Perform multiple tasks simultaneously in a timely manner;
Record, and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Demonstrate personal communication skills including effective telephone skills and public speaking;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity enough to accomplish the performance of assigned duties and responsibilities, which may include:

Handling stressful situations;
Understanding state and federal laws and regulations;
Effective interaction and communication with others;
Prepare clear and concise reports;
Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five (5) years' previous experience in Emergency Management and working with the public; Prior experience or training related to governmental administration is preferred; or an equivalent combination of education, training and experience.

Education:

High School diploma or equivalent.

Completion of the following National Incident Management System (NIMS) training courses: IS-100, IS-200, ICS-300, ICS-400, IS-700, IS-800, ICS-300, ICS-400 and FEMA's Professional Development Series (PDS) certificate.

Experience with Microsoft applications, WebEOC, and GIS applications

Preferred:

FEMA Advanced Professional Series Training;

Bachelor's or Master's degree from an accredited college or university with course work emphasis in Emergency Management, Public Safety, Non-profit Management, Public Administration, or closely related degree;

Experience analyzing threat and hazard data;

Experience planning, conducting, and evaluating exercises;

Experience with the grant management systems.

Must live in Bastrop County, Texas (within three (3) months after employment)

Licensing:

Must possess a valid Texas driver's license with an acceptable driving record required.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.