

## WALKER COUNTY EMERGENCY MANAGEMENT COORDINATOR

- **SUMMARY OF POSITION:**

MANAGE AND SUPERVISE THE OFFICE OF EMERGENCY MANAGEMENT IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE, SECTION 418 ON EMERGENCY MANAGEMENT, WHICH INCLUDES DEVELOPING AND MANAGING THE DEPARTMENT BUDGET AND EXPENDITURES; SUPPORT MITIGATION, PREPAREDNESS, RESPONSE AND RECOVERY ACTIVITIES; COORDINATE ALL THE COMPONENTS OF THE EMERGENCY MANAGEMENT SYSTEM IN WALKER COUNTY; DEVELOP AND MAINTAIN THE EMERGENCY MANAGEMENT PLANS AND PROGRAMS FOR THE COUNTY; COORDINATE EMERGENCY SERVICES WITH COUNTY, STATE AND FEDERAL AGENCIES IN PROVIDING PROGRAMS AND VIABLE OPERATIONS, PROVIDE TRAINING.

- **SOURCE OF SUPERVISION**

RECEIVES GENERAL DIRECTION FROM THE COUNTY JUDGE. HAS EXTENSIVE LATITUDE FOR THE USE OF INITIATIVE AND INDEPENDENT JUDGEMENT.

- **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- RESPONSIBLE FOR THE DAY-TO-DAY OPERATION OF THE EOC, INCLUDING DURING TIMES OF NATURAL OR MAN-MADE EMERGENCIES/DISASTERS; COORDINATES THE ACTIVATION OF THE EOC WITH ALL SUPPORT ANNEXES AND OUTSIDE AGENCIES AS NECESSARY.
- DEVELOPS AND COORDINATES THE COUNTY'S EMERGENCY OPERATIONS PLAN (EOP) TO MITIGATE, PREPARE, RESPOND AND RECOVER FROM NATURAL OR MAN-MADE EMERGENCIES/DISASTERS, INCLUDING SUCH ACTIVITIES AS UPDATING THE EOP AS REQUIRED, CONDUCTING HAZARD/RISK ANALYSIS, DEVELOPING PUBLIC EDUCATION PROGRAMS, DEVELOPING/WRITING GRANT APPLICATIONS, PREPARING BUDGET REQUESTS, CONDUCTING ANALYSIS OF OEM OPERATIONS, PREPARING REPORTS/MEMOS AND COORDINATING DAMAGE ASSESSMENTS.
- COORDINATES WITH THE CITY OF HUNTSVILLE AS WELL AS NEIGHBORING CITIES, COUNTIES, STATE/LOCAL AGENCIES, AND COUNTY DEPARTMENTS AS NECESSARY TO DEVELOP AND COORDINATE EMERGENCY OPERATION PLANS, MUTUAL AID AGREEMENTS AND INTER-LOCAL AGREEMENTS, INCLUDING SUCH ACTIVITIES AS SERVING ON COMMITTEES (E.G. LOCAL EMERGENCY PLANNING COMMITTEE, REGIONAL HOMELAND SECURITY COORDINATING COUNCIL), COMMUNICATING POLICIES AND PROCEDURES, MAINTAINING DATABASES OF INFORMATION AND RESOURCES.
- DEVELOPS AND IMPLEMENTS PLANS AND SUPPORT FOR TRAINING EXERCISES AND REAL WORLD EVENTS; EVALUATES EMERGENCY MANAGEMENT CAPABILITIES THROUGH REGULAR TESTS AND EXERCISES TO FACILITATE READINESS AND TO MAINTAIN COMPLIANCE WITH COUNTY, STATE AND FEDERAL REGULATION.
- ESTABLISHES, SUPPORTS, MAINTAIN AND SUPERVISE THE CERT COORDINATOR, AS WELL AS THE VOLUNTEER PROGRAM, COMMUNITY EMERGENCY RESPONSE TEAM (CERT).
- SERVE AS ADVISOR TO THE COUNTY GOVERNMENT IN EMERGENCY MATTERS.
- PERFORMS OTHER DUTIES AS ASSIGNED OR REQUIRED FOR EFFICIENT AND EFFECTIVE OPERATION OF THE OFFICE OF EMERGENCY MANagements AND WALKER COUNTY.
- PARTICIPATES IN ACTIVITIES AND DUTIES RELATED TO EMERGENCY MANAGEMENT DURING A LOCAL, STATE OF DISASTER AS DIRECTED BY THE COUNTY JUDGE.
- IDENTIFY AND RECOMMEND EQUIPMENT AND APPARATUS REQUIREMENTS; SUPERVISE MAINTENANCE AND PURCHASES; INVENTORY MANPOWER AND MATERIAL RESOURCES FROM THE PUBLIC AND PRIVATE SECTOR SOURCES THAT WOULD BE AVAILABLE IN AN EMERGENCY. IDENTIFY RESOURCE DEFICIENCIES AND WORK

WITH APPROPRIATE OFFICIALS ON MEASURES TO CORRECT THEM; INVENTORY LOCAL SHELTER FACILITIES AND ESTABLISH COOPERATIVE AGREEMENTS FOR THEIR USE DURING AN EMERGENCY.

- WORK WITH LOCAL OFFICIALS IN THE DEVELOPMENT OF A HAZARD MITIGATION PROGRAM TO ELIMINATE OR REDUCE POTENTIAL HAZARDS.
  - SECURE TECHNICAL AND FINANCIAL ASSISTANCE AVAILABLE THROUGH STATE AND FEDERAL PROGRAMS.
  - ASSIST IN THE ESTABLISHMENT OF MUTUAL AID OR COOPERATIVE ASSISTANCE AGREEMENTS TO PROVIDE NEEDED SERVICES, EQUIPMENT OR OTHER RESOURCES IN THE EVENT OF AN EMERGENCY.
  - COORDINATE WITH INDUSTRY TO DEVELOP INDUSTRIAL EMERGENCY PLANS AND CAPABILITIES IN SUPPORT OF LOCAL GOVERNMENT PLANS.
  - ASSIST IN THE DEVELOPMENT, UPDATE AND MAINTENANCE OF POLICIES, PROCEDURES AND PROGRAMS AS THEY RELATE TO EMERGENCY MANAGEMENT AS MAY BE NECESSARY TO ENSURE ORGANIZATIONAL AND COUNTY-WIDE EFFICIENCY AND EFFECTIVENESS.
  - DEVELOP, MAINTAIN AND IMPLEMENT AN EMERGENCY OPERATIONS PLAN (EOP), AND ENSURE THEY ARE KEPT CURRENT AND FUNCTIONAL.
  - WORK CLOSELY ON A COOPERATIVE BASIS WITH COUNTY MANAGEMENT AND COMMUNITY ORGANIZATIONS IN DEVELOPING EMERGENCY MANAGEMENT PLANS AND CAPABILITIES.
  - ENSURE ALL STATE REQUIREMENTS FOR THE EOP ARE CONSISTENTLY MET AND ALL DOCUMENTS ARE UPDATES AS REQUIRED.
  - WORK WITH ALL COUNTY DEPARTMENTS WITH EOP RESPONSIBILITIES TO ENSURE THEY ARE PROVIDED WITH ANY ASSISTANCE NEEDED IN MAINTAINING AN UP-TO-DATE DOCUMENT; ASSIST THESE DEPARTMENTS IN COORDINATING EOP TRAINING FOR APPROPRIATE STAFF.
  - RESPONSIBLE FOR DEVELOPING AND MAINTAINING THE COUNTY'S CONTINUITY OF OPERATIONS PLAN (COOP) AND CONTINUITY OF GOVERNMENT PLAN (COG) PROGRAM; WORK COLLABORATIVELY WITH EACH DEPARTMENT TO BI-ANNUALLY UPDATE THE COUNTY'S COOP/COG.
  - REPRESENT THE COUNTY IN THE DEVELOPMENT OF LOCAL DRILLS AND EXERCISES AND PARTICIPATE IN REGIONAL DRILLS.
  - ASSIST WITH THE ADMINISTRATION OF THE DISASTER RECOVERY PROGRAM TO ENSURE COUNTY IS ABLE TO RECOVER MONIES TO IT FROM MAJOR EVENTS THAT CAUSE THE COUNTY TO EXPEND LARGE AMOUNTS OF MONEY TO RESOLVE.
  - RESPONSIBLE FOR MAINTAINING THE EOC IN A CONSTANT OPERATIONAL READINESS CONDITION; OVERSEE THE USE OF THE EOC ON A DAILY BASIS AND INSURE ALL EQUIPMENT IS MAINTAINED IN A 24/7 READINESS STATUS.
  - REPRESENT WALKER COUNTY AT COUNTY, STATE AND FEDERAL CONFERENCES, MEETINGS, SEMINARS, ETC.
  - OVERSEE THE SCHEDULING, USE AND OPERATION OF THE WALKER COUNTY STORM SHELTER TO INCLUDE USE DURING EMERGENCY ACTIVATION AND USE BY THE PUBLIC AND OTHER AGENCIES DURING NON-EMERGENCY TIMES.
  - PERFORM OTHER JOB-RELATED DUTIES AS MAY BE DIRECTED BY THE COUNTY JUDGE.
- **REQUIRED QUALIFICATIONS:**
    - **KNOWLEDGE SKILLS AND ABILITIES:**
      - ABILITY TO INTERPRET, APPLY AND EXPLAIN POLICIES AND PROCEDURES.
      - KNOWLEDGE OF GOVERNMENT STRUCTURE AND LEADERSHIP.
      - ABILITY TO GATHER, ORGANIZE, EVALUATE AND ANALYZE DATA.
      - ABILITY TO MAKE INDEPENDENT JUDGEMENTS.
      - KNOWLEDGE OF APPLICABLE LAWS, RULES, REGULATIONS, ORDINANCES AND CODES PERTAINING TO EMERGENCY MANAGEMENT ACTIVITIES, SAFETY PROCEDURES AND STANDARDS, AND HAZARDOUS MATERIALS, AND KNOWLEDGE OF THE CHARACTERISTICS OF HAZARDS AND THEIR CONSEQUENCES.

- ABILITY TO MANAGE MULTIPLE PROJECTS AT ONE TIME, SKILLED IN EFFECTIVE TIME MANAGEMENT AND RESOURCE UTILIZATION, AND ABLE TO ADAPT QUICKLY TO CHANGING SITUATIONS THAT MAY ADVERSELY AFFECT PREVIOUS PLANS, SCHEDULES AND ROUTINES.
  - ABILITY TO PLAN, ORGANIZE AND MONITOR WORK ASSIGNED TO TEAM MEMBERS IN ORDER TO ACCOMPLISH PROGRAM OBJECTIVES.
  - ABILITY TO PREPARE REPORTS, PROPOSALS, PLANS AND RECOMMENDATIONS.
  - ABILITY TO WORK INDEPENDENTLY IN THE ABSENCE OF SPECIFIC INSTRUCTIONS OR SUPERVISION BY FOLLOWING VERBAL AND/OR WRITTEN INSTRUCTIONS EFFECTIVELY.
  - ABILITY TO WORK BOTH INDOORS AND OUTDOORS IN EXTREME HEAT (100°+) AND COLD (20°-), AROUND POTENTIAL MECHANICAL, ELECTRICAL, EXPLOSIVE, FUME/ODOR, DUST/MITE, CHEMICAL, NATURAL AND TOXIC WASTE HAZARDS.
  - KNOWLEDGE OF ADMINISTRATIVE SKILLS, INCLUDING DATA ANALYSIS AND ACCURATE REPORTING DATA AND INFORMATION IN AN UNBIASED MANNER.
  - KNOWLEDGE OF DATABASE PRINCIPLES AND PRACTICES, AS WELL AS COMPUTER AND SOFTWARE APPLICATIONS AS IT RELATES TO REPORTING AND ANALYZING DATA.
  - SKILLED IN THE EFFECTIVE OPERATION OF OFFICE AND COMPUTER EQUIPMENT AND VARIOUS SOFTWARE PACKAGES, INCLUDING BUT NOT LIMITED TO WORD, EXCEL, POWERPOINT AND OUTLOOK.
  - ABILITY TO EFFECTIVELY COMMUNICATE BOTH ORALLY AND WRITTEN.
  - ABILITY TO ESTABLISH, MAINTAIN AND FOSTER POSITIVE AND HARMONIOUS WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK, INCLUDING EMPLOYEES, EXTERNAL AGENCIES, OTHER ORGANIZATIONS AND THE PUBLIC.
  - ABILITY TO WORK EFFECTIVELY WITH ALL LEVELS OF EMPLOYEES AND MANAGEMENT AND ASSIST IN PROVIDING SOLUTIONS TO PROJECTS AND TASKS.
- **EDUCATION, EXPERIENCE AND TRAINING**
    - **EDUCATION**
      - MUST HAVE GRADUATED FROM AN ACCREDITED SENIOR HIGH SCHOOL OR EQUIVALENT OR A GED.
      - BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN EMERGENCY MANAGEMENT, PLANNING, BUSINESS/PUBLIC ADMINISTRATION, OR A RELATED FIELD OF STUDY.
    - OR**
    - FIVE (5) YEARS OF PROFESSIONAL WORK RELATED EXPERIENCE IN EMERGENCY MANAGEMENT, PUBLIC ADMINISTRATION, EMERGENCY RESPONSE, OR IN A JOB RELATED FIELD TO INCLUDE PROFESSIONAL PLANNING EXPERIENCE.
  - **CERTIFICATES & LICENSES REQUIRED AND/OR PREFERRED**
    - VALID CLASS "C" TEXAS DRIVER'S LICENSE
    - ICS 100, ICS 200, ICS 300, ICS 400 (PREFERRED BUT REQUIRED WITHIN 12 MONTHS OF EMPLOYMENT)
    - **NIMS** 700, 701, 702, 703, 704, 800A (PREFERRED BUT REQUIRED WITHIN 12 MONTHS OF EMPLOYMENT)
    - PROFESSIONAL DEVELOPMENT SERIES: IS139, 230, 235, 240, 241, 242, 244 (PREFERRED BUT REQUIRED WITHIN 12 MONTHS OF EMPLOYMENT)
- **WORKING CONDITIONS:**
  - **ENVIRONMENTAL CONDITIONS:**
    - MUST RESIDE IN OR BE WILLING TO RELOCATE TO WALKER COUNTY
    - MUST BE AVAILABLE FOR 24-HOUR ON-CALL DUTY
    - OFFICE ENVIRONMENT, TRAVELING FROM SITE TO SITE; RESPONDING TO EMERGENCY SITUATIONS; WORKING CLOSELY WITH OTHERS; IRREGULAR WORK HOURS; EXPOSURE TO VARIOUS WEATHER; MAY BE EXPOSED TO DANGEROUS SITUATIONS, HAZARDS, CHEMICALS, PERSONS AND COMMUNICABLE DISEASES

- ABILITY TO WORK AFTER HOURS OR WEEKENDS TO MEET DEADLINES, PROVIDE ASSISTANCE TO OTHER DEPARTMENTS, ATTEND OFFICE/DEPARTMENT MEETINGS, TRAINING OR SEMINARS; MAY REQUIRE WORKING ADDITIONAL HOURS DURING EQC ACTIVATION OR AS NEEDED.
- o *PHYSICAL CONDITION*
  - ESSENTIAL AND OTHER IMPORTANT RESPONSIBILITIES AND DUTIES MAY REQUIRE MAINTAINING PHYSICAL CONDITION NECESSARY FOR STANDING OR SITTING FOR PROLONGED PERIODS OF TIME; DRIVING CARS, TRUCKS, EQUIPMENT; WALKING AND RUNNING SHORT DISTANCES; MOVING EQUIPMENT; SUBJECTED TO VARIOUS WEATHER CONDITIONS