



Delta County, Texas Employment Opportunity

Job Posting Notice

Application Deadline: Friday, February 3, 2023, at 5:00 PM

Interested persons shall submit or deliver their application and resume of qualifications to the following address:

Delta County Judges Office, 200 West Dallas Avenue, Cooper, Texas, 75432

POSITION: Emergency Management Coordinator

DETAILS:

Under the general direction of the Delta County Judge, provides professional and proven managerial skill to support and implement the Delta County Emergency Management Program, as well as handle the day-to-day administrative and operational activities within the Office of Emergency Management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages operations of the Office of Emergency Management to ensure implementation of the department's vision and mission. Performs administrative and technical duties in an effort to continually develop and maintain the County's Emergency Management program. Develops and maintains policies and procedures for Delta County's response to emergencies and disasters.
- Develops and manages departmental budget following county purchasing and auditing guidelines. Forecasts funds needed for equipment, materials, supplies, and emergency staffing. Monitors expenses, approves needed funds, and plans for budget purposes.
- Coordinates emergency planning and community preparedness programs with various Federal, State, and local agencies.
- Prepares and maintains a departmental budget for maintenance of departmental equipment and submit training milestones for Federal Emergency Management Agency (FEMA) funds as well as obtain and administer emergency management and homeland security grants
- Maintains compliance with funding provider(s).
- Works with local stakeholders, including but not limited to city governments, volunteer fire departments, local law enforcement, school districts, EMS providers, and utility providers to establish and maintain effective countywide emergency preparedness programs that encompass all aspects of emergency management planning (mitigation, planning, preparedness, response, and recovery); facilitates National Incident Management Systems (NIMS) training on ICS to maintain compliance for TDEM and FEMA requirements.
- Coordinates, facilitates, and/or manages all disaster recovery projects or grants as declared by the County Judge or the Commissioners' Court.
- Oversees the operational capability of the EOC, upgrade and equip the EOC as necessary to ensure operational function, plus activate and maintain emergency warning system.
- Coordinates countywide response, external assistance and requested resources in the event of a disaster. Coordinates the provision of County personnel at the Emergency

- Operations Center (EOC) during activation for emergencies/disasters.
- Coordinates the processes for emergency and disaster declarations, advising the County Judge and Commissioners on recommended activities to provide response and recovery assistance. Works closely with local, state, and federal responders to ensure a coordinated effort to provide for the safety of the citizens and county property.
 - Maintains updated cost assessments and briefs Commissioners Court and/or County Administrator on issues such as crises relocation, first response expenses, disaster recovery costs and facility-related expenses used for emergency response and sheltering events.
 - Monitors hazards and emergency and/or disaster situations. May activate the proper implementation of Emergency Operation Plans (EOP). May coordinate the development of essential personnel authorization lists at various levels for building access to County facilities during emergencies; maintains and updates lists as needed. Activate and direct the emergency management staff and other designated response staff during times of emergency operations.
 - Coordinate, educate, and trains personnel, as necessary, to provide initial assessments of damage of buildings and equipment due to disaster. Coordinates the Countywide use of current, standard damage assessment forms to facilitate coordinated reporting of countywide damage totals. Compiles/facilitates damage assessments from affected areas across the County.
 - Develops and provides emergency preparedness education programs and other emergency management training for schools, businesses, and other community organizations and the public. Periodically, may make presentations regarding Delta County's emergency response programs. Facilitates and develop countywide public awareness and notification programs that encourage citizen disaster preparedness.
 - 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 response.
 - Maintains a Hazard Mitigation Plan for the County.
 - Plan, conduct, and evaluate emergency drills and exercises as needed. Provides for the training of County personnel as it relates to emergency preparedness, employee safety procedures, first response actions, disaster recovery, weapons of mass destruction, incident command, etc.
 - Establishes and maintains Mutual Aid agreements as needed.
 - Inventories and maintains an accurate list of all redundancies and backup generators for essential facilities.
 - Coordinates and maintains GIS mapping for special populations within the County.
 - Maintains updated list of contacts for all external partners (Red Cross, Salvation Army, etc.).
 - Manages preparedness information to help residents and businesses prepare their families and workers for all hazard events.
 - Disseminates agreements with local vendors for disaster aid; manages all hazard mutual aid agreements with local agencies, including counties as well as regional response and advisory councils.
 - Performs other duties as required or assigned by the County Judge.

REQUIRED SKILLS AND ABILITIES:

- Knowledge of modern office procedures, methods and computer equipment and the ability to operate efficiently technological equipment such as computers, records management software, digital imaging equipment, and electronic sensory devices.
- Knowledge of principles and practices of program development and administration.
- Knowledge of principles and practices of budget preparation and administration.
- Knowledge of pertinent federal, state and local laws, codes and regulations.
- Ability to plan, organize, and coordinate activities with stakeholders and public safety organizations and entities within Delta County, including volunteer fire departments.
- Ability to delegate authority and responsibility.
- Ability to develop and administer goals, objectives and procedures for departmental operations.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to interpret and apply federal, state and local policies, procedures, laws and regulations.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to adapt to changes in the work environment, manage competing demands and deal with changes, delays or unexpected events.
- Knowledge of emergency management phases, Incident Command System, and National Incident Management System.
- Ability to maintain control and work effectively during emergencies, crisis /extremely stressful situations.
- Requires considerable knowledge of the financing sources and programs available through state and federal funding agencies for emergency management programs, and of the requirements and standards for obtaining and retaining state and federally funded programs.
- Ability to manage and administer grant funds.
- Knowledge of basic meteorology and storm spotting techniques.

PREFERRED LICENSES AND CERTIFICATIONS:

- Prior experience in emergency management / plan development is preferred
- Grant management experience preferred
- Has general knowledge of county, state and federal laws relative to emergency management.
- Valid Class C Texas Driver's License with good driving record
- Possesses or has the ability to obtain within six (6) months of employment NIMS IS-100, 200, 300, 400, 700, and 800.
- Must be willing to obtain additional certifications, including but not limited too Texas Emergency Manager (TEM) or Certified Emergency Manager (CEM), if required by future state legislation.
- Active certifications in fire protection, EMS, law enforcement, or other disciplines related to emergency management and homeland security preferred.

ESSENTIAL 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 of this job. These conditions could change during an emergency situation and vary greatly.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

NOTICE

The above job profile does not include all essential and nonessential duties of this job. All applicants and or employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An applicant and/or employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

DISCLAIMER

Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job profile. It is intended for the sole purpose of acquainting a person who is unfamiliar with such a position with a brief overview of the position's general direction and scope.