

CULBERSON COUNTY

**JOB TITLE:** EMERGENCY MANAGEMENT SPECIALIST

**DEPARTMENT:** CULBERSON COUNTY EMERGENCY MANAGEMENT

**SALARY:** PART TIME \$15/HOUR, 28 HOURS/WEEK

**APPLICATION DEADLINE:** FEBRUARY 20, 2026, 4:00 PM, resumes may be dropped off with Cody Davis, Emergency Management Coordinator, 300 La Caverna Dr., Van Horn, TX 79855, 432-283-2059.

**SUMMARY OF FUNCTIONS:**

An Emergency Management Specialist prepares for any type of emergency and helps coordinate the response if an emergency happens. Their duties include drafting emergency preparedness plans, learning emergency protocols and assisting with responses.

**DUTIES AND RESPONSIBILITIES:**

1. Performing research related to potential threats
2. Developing detailed emergency response plans
3. Staying current on laws and regulations as they relate to emergency preparedness procedures
4. Collaborating with other agencies that might help during an emergency
5. Training others on the crisis protocols before incidents happen
6. Preparing equipment that might be used if a situation arises
7. Preparing reports after incidents occur
8. Performs other duties as assigned.

**SPECIAL REQUIREMENTS/KNOWLEDGE, SKILLS & ABILITIES:**

Strong analytical and critical thinking skills, effective communication in all types of situations, fast, decisive action, understanding of local or industry-specific threats, familiarity with local, state and national regulations, strong leadership skills, ability to collaborate with other emergency professionals and officials, must reside in or be willing to relocate to Culberson County. Must possess a class C driver's license and possess a high school diploma or GED.

**EQUAL EMPLOYMENT OPPORTUNITY:**

**Culberson County complies with all State and Federal laws re:** non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.