



DeWitt County Job Description

Position Title: Emergency Management Coordinator (EMC)

Department: Emergency Management Department

FLSA Classification: Non-Exempt

Position's Employee Type: Regular, Full-time

Supervisor: County Judge (primarily) & Commissioners' Court (secondarily)

Position Summary:

Performs highly advanced (senior-level) duties relating to emergency management and safety planning, and coordination of existing programs with new programs and projects. Work involves directing, administering, monitoring, and evaluating the operations of the Office of Emergency Management. Requires the ability to establish criteria, formulate projects, assess program effectiveness, and investigate and analyze a variety of extraordinary conditions, problems, and questions. Responsible for conducting and attending training on a broad variety of disciplines; including the areas of emergency planning, health and safety practices, LEPC, and ADA. Requires the ability to coordinate the professional growth of certain elected officials, appointees, county employees, and volunteers in the National Incident Command System (NIMS). This position may also be responsible for leading, training and interpreting, performing, explaining, and enforcing safety-related department policies and procedures. Provides effective working relations with the Texas Department of Emergency Management, Texas Forest Service, Texas Railroad Commission, Texas Commission on Environmental Quality, county officials, department heads, volunteer fire departments, oil and gas industry liaisons, public health authorities, and the general public.

Essential Job Functions:

1. Directs and oversees the operations of the Office of Emergency Management; monitors and manages departmental budget; prepares annual departmental budget request;
2. Provides close contact interface between the DeWitt County Office of Emergency Management and local or regional public health agencies, medical providers and emergency medical responders;
3. Works as part of a team of first responders and maintains a cooperative, helpful attitude towards supervisor(s), incident commanders, command support staff, and the general public;
4. Maintains the county health and safety manual or will assist in its development and approval, arranges internal training for health and safety when necessary and proper to achieve safety goals. Monitors county facilities for ADA compliance and improvement when necessary.
5. Understands the county's Incident Command System and takes part in the operation of the Emergency Operation Center (EOC);
6. Responding to expanding local emergencies, declared local, state, and national disasters, and/or critical incidents (regardless of weekday or time of day) is an essential function of this position;

Additional Job Duties:

Performs other job-related duties as directed by the county judge. 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.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required.

Experience:

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:

- A minimum of five (5) years of experience as a government public safety department employee (Law Enforcement, Fire or EMS Department) and;
- Five (5) years of experience in emergency services work in supervisory capacity (direct or indirect) or a minimum of two (2) years of experience with emergency management operations
- Familiarity with Local Emergency Planning Committee structure, objectives, and hazardous chemical (TIER II) reporting.
- Experience with emergency operations, including multi-agency incident response, is desired and preferable.

Education:

- High School diploma or equivalent
- Completion of required NIMS training for local government officials and emergency planners preferred

Required Skills:

- Availability to respond during times of emergency, national disaster, and/or critical incidents regardless of weekday or time of day;
- Fill staffing roles at the Emergency Operations Center under Incident Command protocols;
- 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;
- 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 in a safety-conscious environment and to follow and promote good safety practices;
- Handle exposure to potentially hostile individuals;
- Maintain confidentiality of information encountered in work activities at all times.

Physical Requirements & Working Conditions:

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:

- Effective audio-visual 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. Physical condition needed to accomplish the performance of assigned duties and responsibilities may include walking, sitting, or standing for long periods of time, lifting and carrying materials weighing up to 50 pounds such as equipment or stacks of records, and occasional climbing, stooping, crawling, squatting, and/or kneeling.
- Mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:
 - Handling stressful situations;
 - Interpreting federal laws and regulations;
 - Communicating effectively and interacting with others;
 - Preparing clear and concise reports;
 - Making sound decisions in a manner consistent with the essential job functions.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee Signature

Date

Printed Name

Supervisor Signature

Date

Printed Name