

LIBERTY COUNTY OFFICE OF EMERGENCY MANAGEMENT

LIBERTY COUNTY JOB CLASSIFICATION

TITLE: EMERGENCY MANAGEMENT COORDINATOR

LOCATION: LIBERTY COUNTY, TEXAS

POSTING DATE: 11/06/2024

CLOSING DATE: Until filled. Applications will be considered two weeks after initial posting.

CONTACT PERSON: Mary Barrier, Human Resources

ADDRESS: 1901 Cos St., Liberty, Texas 77575

SALARY RANGE: Up to \$88,000.00, commensurate with experience

GENERAL DESCRIPTION:

LIBERTY COUNTY is seeking full-time EMERGENCY MANAGEMENT COORDINATOR to serve under the direction of the County Judge and in accordance with Chapter 418 of the Texas Local Government Code. An Emergency Management Coordinator provides professional and managerial skills to support and implement the Liberty County Emergency Management Plan, as well as handle the day-to-day administrative and operational activities within the Liberty County Office of Emergency Management ("OEM").

GENERAL EXPECTATIONS:

The OEM Coordinator is expected to have general knowledge of county, state and federal laws related to emergency management.

The OEM Coordinator is expected to operate and run the department primarily from office setting, however, field work may be required. A county vehicle will be provided. This position is full-time, Monday through Friday, 8:00 a.m. to 5:00 p.m., but may require extended work hours, on weekends and evenings, when emergency conditions arise.

ESSENTIAL DUTIES:

- Manages the daily operations of the Liberty County Office of Emergency Management during emergency and non-emergency situations.
- Maintains a variety of files and records and prepares detailed narrative and statistical reports.
- Prepares and submits reports/planning updates per local, state and/or federal requirements as needed.
- Establishes and maintains effective working relationships with County Departments, local, state and federal agencies and other groups in relation to emergency management.
- Monitors the weather during both severe weather and hurricane season or when notified that severe weather is impending.
- Represents the County at various meetings, training sessions, conferences and seminars as is determined necessary to perform the functions of the job and/or as requested by the County Judge.
- Coordinates special projects/programs as necessary to implement Liberty County's emergency management plan.

- Assists in planning, organizing and coordinating programs that involve local, state, and federal agencies, volunteer groups, and the public.
- Reviews action plans developed by local jurisdictions for compliance with Federal Emergency Management Agency procedures and guidelines.
- Reviews and submits grant applications on behalf of Liberty County.
- Verifies the nature and number of grant-related expenditures through examination of payroll records, contracts, time sheets, inventory asset accounts, account payables, and real estate records; ensures all expenditures are in compliance with the defined scope of work and state and federal guidelines.
- Submits required reporting per the Texas Division of Emergency Management.
- Performs related duties as assigned.

*This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

MINIMUM QUALIFICATIONS

- Valid Class C Texas Driver's License
- Previously trained in NIMS (IS-700,800,100,200,300 and 400)
- Employment is subject to a background check and drug test.

EDUCATION, TRAINING AND EXPERIENCE

- Bachelor's degree preferred
- 7-10 years' experience in any combination of the following: grant management; emergency management; financial or program compliance; and/or public or business administration.

MISCELLANEOUS INFORMATION

A resume, at least three references and a completed Liberty County Employment Application are required for consideration for the above position. Please include copies of any of the requisite certifications. All applications may be submitted to the Liberty County Human Resources Department located at 1901 Cos St., Liberty, Texas 77575.