

Llano County Emergency Management Coordinator

Job Description

The Emergency Management Coordinator provides technical services to the County Judge (CJ) on all emergency planning issues, and at the direction of the CJ, develops, plans, coordinates meetings and performs other functions related to emergency management in Llano County.

This position works under the direct supervision of the Llano County Judge or his designee. This position is fulltime with benefits and requires the candidate/employee meet the qualifications of as set forth below. This position shall assist the CJ, or their designee, in coordinating incident support for a variety of incidents such as natural and manmade disasters which may or may not require law enforcement and fire response, Ham Radio Operations, emergency medical services, public works, volunteers, and other groups contributing to the community's management of emergencies. Assist the CJ and his/her designees to maintain unity of effort among all levels of government and all elements of the community. This position is responsible for coordinating the plans of the various components of the emergency management system prior to the incident; and, during an emergency, assist in coordination and support of the incident. In addition, this position is responsible for all planning, coordination, and oversight for Emergency Services functions in accordance with Chapter 418, of the Texas Government Code, Title 37, Part 1, Chapter 7 of the Texas Administrative Code and pursuant to the policies of Llano County.

Essential Duties

- Cultivate and maintain current and up to date, working knowledge of policies and procedures of Llano County Emergency Response and the Texas Division of Emergency Management.
- Cultivate and maintain effective communication and relationships with Llano County Elected Officials, Department Heads and agencies to properly identify personnel to fill roles and responsibilities of EOC operations throughout Llano County and other counties when assigned.
- Establishes and maintain the Llano County Emergency Operation Center equipment and call up rosters in a continuous state of readiness for activation.
- Facilitate training and proper credentialing of all personnel in ICS, ensuring that the Llano County EOC is NIMS (National Incident Management System) compliant.
- Conduct quarterly and/or as needed inventory of material and supplies needed to support objectives.
- Advise the CJ on needed tools (training, contract services, etc.) and information systems, as necessary for efficient operation of Emergency Planning programs.
- Monitor and assess quality assurance for program services.
- Annually review and update County Emergency and Natural Hazards Plan as needed.
- Organize and coordinate County, joint-county and state emergency planning exercises.
- Coordinate County emergency planning and response with State Offices.

- Advise CJ on budget and fees necessary for efficient operation of the program.
- Represent the office to community groups, other agencies, and pertinent boards and commissions. Attends meetings and trainings after regular business hours.
- Write and develop grant requests at the State and Federal level; actively seek out and apply for grant opportunities to acquire funding to support development of operational capabilities of emergency operations and or disaster response systems, training and procedures.
- Must produce and submit all reports in a timely manner including all grant applications.
- Required to coordinate activities with other agencies and volunteers.
- Liaison to the Llano County Amateur Radio program.
- Consider and take into account all hazards, all phases, all stakeholders and all impacts relevant to a disaster.
- Use all available resources to plan for future disasters and take preventative and preparatory measures to build disaster-resistant and disaster-resilient strategies.
- Coordinate with other Counties when called upon and approved by CJ to assist in joint operations.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

Considerable knowledge and experience in National Incident Management and Texas Division of Emergency Management operations. Knowledge of PPE, tools, equipment, and techniques used in emergency situations. Knowledge of policies and procedures. Proficiency with computers and applications associated with report writing and recordkeeping. Actionable intelligence in the supervision and management of personnel. Knowledge of grant research and writing.

Abilities

Can work independently without direct supervision. Ability to interact and work cohesively with others during stressful conditions of emergency response. Concise, effective, non-emotive communication with elected officials, the public, other agencies and staff. Capacity to interface and facilitate multi-agency emergency plan development and maintenance. Strength to develop multi-agency team building and conduct emergency planning services. Competence to exercise sound judgment when acting in emergency situations.

Physical Abilities

Ability to run, walk, stand, bend, stoop, kneel or crawl occasionally. Ability to sit at a computer screen using rapid finger, hand and arm movement. Ability to lift, push or pull up to 50 lbs. when necessary. visual acuity necessary for performing necessary functions of the job; ambulatory ability to walk or run

to calls for assistance and crime scenes; and the ability to subdue a resistive or combative individual. Requires speech and auditory abilities sufficient to carry on conversations and project voice among large crowds. Ability to walk on uneven ground and drive over rough terrain on occasion.

Education and Experience

High School Diploma or equivalent, minimum of five years of experience in Emergency Management Operations as defined by the Texas Division of Emergency Management. **Preferred**- Minimum two (2) years' experience as an Emergency Management Coordinator.

Licenses and Certifications

A valid Texas Driver's License with an acceptable driving record. FEMA Certification in 100, 200, 300, 400, 700 and 800 within 1 year of hire/appointment date. Obtain certificates from OEM as part of the funding requirements.

Working Conditions

The EMC is assigned to the Llano EOC primarily Monday through Friday 8:00 to 5:00 PM with availability of extended hours during emergencies and occasional approved travel outside of Llano county. Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet, awkward materials. Must be able to travel, sometimes overnight, for meetings and training. Be available for emergency call-outs to include; wildfires, floods, severe storms and other natural or man-made events.

JOB POSTING

Job Title: Emergency Management Coordinator

Hourly Rate \$19.23

The Llano County office of Emergency Management is accepting applications for an Emergency Management Coordinator. This position works under the direct supervision of the County Judge or designee. This is a full-time position with benefits including health insurance, retirement, paid holidays, sick and vacation.

Summary:

The Emergency Management Coordinator provides technical services to the County Judge (CJ) on all emergency planning issues and at the direction of the CJ, develops, plans, coordinates meetings and performs other functions related to emergency management in Llano County.

The Emergency Management Coordinator will manage the daily operations of the department with integrity and professionalism to meet the duties of the office.

Applicants must have a valid Texas Drivers' License.

Applications along with a full job description can be picked up from the Llano County Human Resource Office @ 1447 E. St. Hwy 71, Unit C, Llano, Texas or on our website at www.co.llano.tx.us. For additional information please call 325-247-3009 or you can send an email to lisa.otto@co.llano.tx.us.

Llano County is an Equal Opportunity Employer