

# **Atascosa County Emergency Management Office**

711 Broadway

Jourdanton, Texas 78026

Office: (830) 769-29348 Fax: (830) 767-2600

[emc@atascosacounty.texas.gov](mailto:emc@atascosacounty.texas.gov)

**Emergency Management Coordinator**

**Roger P. Garcia**

## **Assistant Emergency Management Coordinator**

**Salary:** \$34,000.00

**Opening Date:** 3/16/2021

**Closing Date:** 4/16/2021

**Work Hours:** Monday–Friday; 8am–5pm; varying hours for emergency call-outs and operations.

### **Job Summary:**

- Assist the Emergency Management Coordinator (EMC) in the development of the County's Emergency Management Program and assist with coordinating the implementation of the plan; develops, implements, and delivers emergency preparedness educational programs; and performs work related as required. Conducts training exercises, and implements all other duties as assigned by the Emergency Management Coordinator/Fire Marshal.

### **Essential Job Functions:**

- The principal function of an employee in this position is to assist the EMC with overseeing the planning, organization, and administration of the Emergency Management Program. The work is performed under the supervision and direction of the EMC, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this position establish and maintain effective working relationships with the EMC, County first responders, County officials, County employees, other emergency response personnel, other government officials, members of the business and industry community and the general public. The principal duties of this position are performed in office and field environments.

### **Job Requirements:**

- High School or General Education Development (GED) equivalent (recognized by the Texas Education agency or a regional accrediting agency).
- Valid Class “C” Texas Driver’s License or a valid driver’s license from another state with the ability to obtain a Class “C” Texas Driver’s License within 30 days of becoming a Texas Resident. (Class “B Exempt” or higher preferred)

### **Physical Requirements:**

- Physical requirements include but are not limited to occasional lifting/carrying/holding of up to 50 pounds and greater than 50 pounds with assistance; visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate a computer, two-way radio, and a light-duty truck. Subject to sitting, standing, reaching, pushing, pulling, walking, running, twisting, and kneeling to perform the essential functions. Working conditions are in an outdoor and indoor environment with exposures to temperature variations, possible infectious diseases, and dangerous environments.

### **Required Special Qualifications:**

- Completion of a specified number of FEMA Emergency Management Courses as determined by the EMC (must acquire within first 6 months of employment)
- Completion of the Professional development series course IS139 or IS120.a, IS230.b, IS235.b, IS240.a, IS241.a, IS242.a, IS244.a (must complete within first 6 months of employment)
- Completion of the Department of Homeland Security National Incident Management System (NIMS) training; Minimum IS100, IS200, IS300, IS400, IS700, IS800 (must complete within first 12 months of employment)

### **Knowledge, Skills, and Abilities:**

- Knowledge of the region’s geography, topography, demographics, road system, and County facilities;
- Knowledge of management and administrative techniques as they apply to emergency operations;
- Knowledge of the County’s Comprehensive Emergency Management Plan, policies, procedures and program;
- Knowledge of government structure and resources;
- Knowledge of safety rules and regulations governing disaster relief and hazardous material;
- Knowledge of budget development and justification;

- Knowledge of communications procedures, equipment, and maintenance including radio systems, computer networks, and internet-based software;
- Ability to format, coordinate, test, exercise and evaluate contingency plans;
- Ability to respond effectively and quickly in deteriorating conditions;
- Ability to plan, coordinate, and direct the work of multi-functional groups operating under stress and pressure;
- Ability to evaluate potentially hazardous situations and initiate appropriate emergency response;
- Ability to recognize potential hazards then select and utilize the appropriate PPE;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to develop and deliver complex training and educational programs for citizens, businesses and County employee's;
- Familiarity with various types of audio-visual equipment;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

#### **Applicant Information:**

- If selected for this position, official transcripts, diplomas, certificates and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of the position will be needed for the employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.

**Please submit application and resume to: 711 Broadway, Jourdanton, Texas 78026**