**General Description**

The purpose of this position is to serves as the County Emergency Management Coordinator.

This position works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

**Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

* Ensures that State and Federal Guidelines for Emergency Management programs meet/exceed (UASI, EMPG, and SHSP) requirements.
* Updates and maintains the Emergency Management plan, annexes, hazard mitigation plan, County Cooperative plans, etc.
* Assists in the development of emergency preparedness training programs and exercises to ensure compliance with EMPG and TDEM requirements.
* Attends training classes, meetings, exercises, and conferences.
* Works with county staff to develop, implement and maintain the County Emergency Operations plans in compliance with required state standards.
* Assists, responds and/or investigates incidents including hazardous substance incidents and to ensure proper procedures are followed during clean-up phase in coordination with other agencies and County departments; identify public hazards and minimize the effects on the community.
* Organizes, promotes and meetings of County Emergency Management Coordinators and related professionals.
* Attend regional emergency management, grant associated meetings, and other OEM related meetings.
* Presents information to the public at meetings and events.
* Conducts various emergency preparedness presentations, and facility tours as requested by community groups or citizens.
* Ensures compliance with required exercise schedules.
* Assists County department heads with the creation, implementation and maintenance of individual department emergency plans and readiness activities.
* Assists with the maintenance of the emergency management website.
* 24/7 on-call rotation with other emergency management staff.
* Assists in the development and administration of the annual budget, including review procurement and contract services.
* Acts as liaison between the County and city, state and federal jurisdictions and assists County departments, other agencies and businesses within the County with development of emergency operation plans and procedures.
* Performs related work as required.

**Minimum Education and Experience Requirements:**

Requires Bachelor’s degree in Political or Business Administration, Emergency Management Science or closely related field supplemented by eight (8) year of experience with public safety systems, emergency management or closely related field, or an equivalent combination of education and experience.

**Physical Demands:**

* Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

**Unavoidable Hazards (Work Environment):**

* Involves routine and frequent exposure to:
* Bright/dim light; Dusts and pollen.
* Extreme heat and/or cold; Wet or humid conditions.
* Extreme noise levels, Animals/wildlife.

**Special Certifications and Licenses:**

* Must possess and maintain a valid state driver’s license with an acceptable driving history.

**Americans with Disabilities Act Compliance**

Bell County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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