



Wise County Office of Emergency Management
206 S. State Street, Decatur, Texas 76234
Office: (940) 627-5870
oem@co.wise.tx.us



Emergency Management Specialist-CRI

Job Duties

Develop/ Coordinate/ Manage the Strategic National Stockpile (SNS)/ Cities Readiness Initiative (CRI) Program funded under the Centers for Disease Control (CDC) and Department of State Health Services (DSHS) including Pandemic Flu Response.

Fulfill statement of work in the DSHS contract with Wise County

Requires on-going community outreach and promotion, recruitment, education and training of volunteers to set up and run Point of Dispensing (POD) sites if activated

Provide presentations and promotion to various organizations on SNS/CRI program, volunteer recruitments and training

Plan and execute required exercises/ drills/ AAR by DSHS, Homeland Security

Records database, volunteer database updates, track training hours/ match and reports

Attend all meetings as required at DSHS/ NCTCOG/ RAC related to responsibilities

Outreach and inclusion for Nursing/ Assisted living/ Live in facilities, functional needs population

Purchasing and tracking of equipment necessary to operate POD sites

Acts as a subject matter expert on the deployment of POD sites and provide necessary information to the Emergency Management Coordinator (EMC) as needed

Team member development and retention

Represent Wise County at various meetings, trainings, conferences and seminars as is necessary to perform the functions of the job or as assigned by the EMC

Support the mission of the Office of Emergency Management and actively seek out ways to improve and grow

Be prepared to respond to an EOC activation and assist the EMC as needed

Facilitate/ Coordinate/ Update Wise County Emergency Management plans/ annexes as assigned



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Minimum Qualifications

Completion of an Associates Degree from an accredited university or college AND three years experience in emergency response, emergency management, public health, strategic planning or closely related field

Preferred Qualifications

Completion of a Bachelors Degree or higher from an accredited university with a major field of study in emergency management, public health, public administration or a closely related field. Three years of experience with grant administration, program development, community outreach or crisis management. Proven track record of developing public outreach and public education programs.

The EMC may substitute experience for education or education for experience on a case by case basis

Required Training

ICS 100, 200, 700, 800. Must obtain ICS 300 and 400 within 6 months of hire date

MGT-319 Mass Prophylaxis Medical Countermeasures within 1 year of hire date

Homeland Security Exercise and Evaluation Protocol (or equivalent) within 1 year of hire date

Compensation and Benefits

Salary: \$40,000

Medical Insurance paid at 100% for the employee. Dental, vision and family insurance available

County paid life insurance for employee

Two weeks paid vacation a year

TCDRS Retirement with 2.25 match

If interested please return the application and a resume to:

hr@co.wise.tx.us

The application can be found here or on the Wise County webpage under careers.

<http://www.co.wise.tx.us/Downloads/Application%20for%20Employment.pdf>

ALL APPLICATIONS MUST BE SUBMITTED DIRECTLY TO HR. ANY APPLICATION SENT DIRECTLY TO OEM WILL NOT BE CONSIDERED.