

The Emergency Management Coordinator is an exempt position under administrative direction of the Fire Chief and is responsible for developing and coordinating the emergency management and emergency preparedness programs for the City of Fredericksburg and Gillespie County. The position serves as the liaison to the Emergency Operations Center, the Gillespie County Communications Center and all six County Volunteer Fire Departments for Emergency Management Operations. The position is also responsible for coordinating local, state, and federal agencies during emergency operations within the county. Other essential functions of the position include the following:

* Plan, oversee and provide training in all aspects and phases of emergency management and emergency preparedness; develop, coordinate and support emergency management exercises and drills
* Coordinate annual updates to the City’s comprehensive emergency plan and draft policies, procedures, and various emergency management checklists
* Prepare and manage Emergency Management budget; research and recommend grant opportunities; prepare grant applications and manage and monitor grants received
* Develop and update plans and standard operating guidelines for the Emergency Operations Center
* Serve as a member on multiple committees including four joint City/County programs and two regional advisory committees
* Act as an advisor to the County Judge, Mayor, and City Manager for formulating emergency policy decisions and procedures governing the direction of disaster operations within their respective jurisdictions
* Respond to emergency events that involve emergency operations
* Make critical emergency decisions concerning life safety, incident stabilization, property preservation, and societal restoration
* Oversee and coordinate documentation of activities, expenses and reimbursement activities during the recovery phase of any emergency
* Attend seminars, workshops, and training to keep abreast of new developments in the field of Emergency Management

Requirements:

Bachelor’s degree in Emergency Management or related field plus five years of related experience; or any combination of education and experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the job. Certified Emergency Manager (CEM) certificate from either the International Association of Emergency Managers (IAEM), or the Texas Certified Emergency Manager (TCEM), or the ability to obtain within three years of employment. Knowledge of modern office procedures, methods, and equipment, including computers, is imperative. Knowledge in the following areas is also required: Basic principles and practices of governmental operations, emergency management, and emergency preparedness; Management concepts and decision making processes, including political and organizational structures of public jurisdiction; pertinent Federal, State, and local codes, laws, and regulations. Ability to provide leadership, guidance, and training in a team-oriented emergency management environment and the ability to complete special projects on time and within budget with a minimal amount of supervision is also necessary.

Applications may be downloaded from the City’s web site at www.fbgtx.org/332/Human-Resources and returned to Tammie Loth at City Hall, 126 W. Main Street, or emailed to tloth@fbgtx.org.   For additional information, contact Tammie Loth 830-990-2017. Deadline for applications is November 2, 2020.