

**Job Description: DEPUTY EMERGENCY MANAGEMENT  
COORDINATOR  
(FULL-TIME)**

CLASS NO.: 1901

EEOC CATEGORY: Professional

PAY GROUP: Unclassified

FLSA: Exempt

NOTE: This position is subject to extended work hours, weekend, and holidays during emergencies.

The employee is required to be on duty before, during and after natural disasters and emergencies, as directed by the supervisor.

**SUMMARY OF POSITION:**

- This position is considered an “Essential Staff” position;
- Assist with Coordinating the emergency planning and general preparedness activities of the County/City and serves as the liaison with the Texas Division of Emergency Management, the Federal Emergency Management Agency (FEMA), law enforcement agencies, Fire Departments, Emergency Medical Services (EMS), Commissioners’ Court, City of Beeville, Human Resources Department, and State and Federal Emergency Response agencies;
- Assist with Planning and conducting training in emergency preparedness to employees, agencies, and departments designated as partners in emergency and disaster response;
- Assumes position as Deputy Emergency Management Coordinator (DEMC) with the City of Beeville, as indicated in the multi-jurisdictional Emergency Operations Plan (EOP);

**ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Emergency Management Director and County Judge
2. Directs: Subordinates or administrative staff, when assigned
3. Other: Has frequent contact with the law enforcement agencies, Fire Departments, Emergency Medical Services (EMS), Commissioners’ Court, City of Beeville, Human Resources Department, and State and Federal Emergency Response agencies.

**EXAMPLES OF WORK:**

**\*Essential Duties:**

- Advises County Judge and Commissioners’ Court on Emergency and Disaster Management;

- Coordinates and plans general preparedness activities of County and City government regarding disaster response and recovery efforts;
- Acts as a liaison with the Texas Division of Emergency Management and the Federal Emergency Management Agency (FEMA);
- Maintains the County of Bee and the City of Beeville Emergency Operation Plan;
- May responds to emergencies to provide assistant and act as a liaison of incidents that require multiple agencies response;
- Assist/Coordinates annual exercise program for TDEM and Department of State Health Services Grant eligibility;
- Assist/Maintains liaison with emergency volunteer groups and private sector agencies to coordinate volunteers during emergencies;
- Assist/Acts as liaison with local nursing homes, assisted living facilities, home health care agencies, and dialysis agencies;
- Assist/Acts as liaison with local hospital(s);

**\*\*OTHER IMPORTANT DUTIES:**

- Attends training sufficient to maintain certification for TDEM eligibility and Professional Development Series for emergency managers;
- Assist/Provides educational and training opportunities for the general public regarding emergency management response and general public safety;
- Maintains database for functional needs population in the event of ordered evacuation during an emergency (STEAR Program);
- Serves on various boards, committees, and panels as assigned by County Judge or Commissioners' Court;
- Assist/Performs other such duties as may be assigned by the Emergency Management Director and County Judge.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of: Emergency preparedness policies and procedures and the desire and willingness to learn, through training. Must have knowledge of County operations and instructional skills. Must have basic knowledge of Incident Command System (ICS) and National Incident Management System.
- Skills/Ability to: Demonstrate proficiency in both oral and written communications; establish and maintain effective working relationships with other County employees and officials, civic groups, schools, other governmental agencies, and the general public. Must continue training in emergency preparedness techniques, policies and procedures throughout employment. Must have the ability to effectively coordinate disaster planning and response as the Emergency Operations Center supervisor. Must be able to maintain a working knowledge of regional response procedures and liaison with other emergency

management coordinators within the Coastal Bend Council of Governments. Must have the ability to apply for and maintain various grants that may be applied for, including quarterly financial reports. Must have excellent computer skills such as Word and Excel programs. Must be able to make clear and concise decisions based on valid, accurate information during a disaster(s).

**ACCEPTABLE EXPERIENCE AND TRAINING:**

- Bachelor's degree in Government, Public Administration, Criminal Justice, Emergency Management, or related field;
- Or, any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform this job.

**WORKING CONDITIONS:**

**\*Physical Conditions:**

May require standing or sitting for prolonged periods of time; This position is considered essential and will require attendance to long or 24-hour emergency situation such as a natural disaster, fire, power outages or other unforeseen disasters.

**CERTIFICATES AND LICENSES REQUIRED:**

- A valid Texas Driver's License;
- Incident Command System ---- ICS 100 and ICS 200;
- Intermediate ICS G-300;
- Advanced ICS G-400;
- National Incident Management System 700; 800
- Completion of the FEMA Emergency Management Professional Development series preferred or completed within six (6) months of employment.

\*For the purpose of compliancy with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations

Revised: 05/20/22