



Caldwell County Homeland Security & Emergency Management

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| Job Title: | Deputy Chief - Deputy Emergency Management Coordinator | Salary: | Yearly \$48,000 - \$52,000 |
| Department: | Homeland Security & Emergency Management | FLSA Status: | Non-Exempt |
| Location: | Lockhart, Texas | Prepared by: | Human Resources Department |

*Applications will be accepted until the position is filled.

*Please return job application to HR Office (Kristianna Ortiz) 1st floor Caldwell County Courthouse.

You may also email your application to kristianna.ortiz@co.caldwell.tx.us.

JOB DESCRIPTION:

Assists the Emergency Management Coordinator (EMC) in the development of the County's Emergency Management Program and develops/coordinates the implementation of plans; delivers emergency preparedness educational programs, works during activation and coordination of the Emergency Operations Center (or Command Posts) during weather-related disasters, local emergencies involving Hazardous Materials, large loss fires, and other emergencies, and performs directly related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the County Judge and the Emergency Management Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Substantial knowledge of management and administrative techniques as they apply to emergency operations;
- Substantial knowledge of government structure and resources;
- Substantial knowledge of safety rules and regulations governing emergency response and assistance;
- 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 Personal Protective Equipment;
- 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 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 staff;
- Familiarity with various types of audio-visual equipment.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by management.

EDUCATION and/or EXPERIENCE

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and ability required to successfully perform the job will be considered. A typical way to obtain knowledge and abilities would be:

- Previous employment experience in firefighting, law enforcement, or emergency medical services for a paid government position for at least 5 (five) years. Military service for a time frame of 4 (four) years with an honorable discharge also acceptable.
- Ability to complete the following training within 6 (six) months of date of hire:
 - IS-100 Introduction to the Incident Command System, ICS 100
 - IS-200 ICS for Single Resources and Initial Action Incidents
 - IS-700 An Introduction to the National Incident Management System
 - IS-800 National Response Framework, an Introduction
 - G-300 Intermediate Incident Command System for Expanding Incidents
 - G-400 Advanced Incident Command System, Command and General Staff
 - Professional Development Series
- Experience driving vehicles with emergency lights and sirens / Drive, Hookup and Disconnect a 32 Foot Command Trailer.
- High School Diploma or higher required

CERTIFICATES, LICENSES, REGISTRATIONS

Possess a valid Texas Driver License. Must be insurable by Caldwell County's Insurance Carrier in order to operate county vehicles.

LANGUAGE SKILLS

Read and comprehend complex instructions, correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and to small/large groups.

PHYSICAL DEMANDS:

Position will routinely be in an office setting. Physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, stand and walk for prolonged periods; use hands to finger, handle, or feel; reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl; talk or hear. The employee may need to lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will primarily work in a normal office setting. However, this position also supports the Caldwell County Emergency Management Coordinator. Therefore, the employee may be dispatched out to an emergency scene. The employee must handle an elevated stress level of dealing with some argumentative or emotion contacts.

ACKNOWLEDGEMENT

I agree that I can satisfactorily perform the essential duties listed above with or without accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the Caldwell County General Orders Disk, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment, and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return that manual to my supervisor if I leave the employment of Caldwell County.

I further understand that my employment is terminable "at will" so that both Caldwell County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation.

Employee Signature

Date

*Please list any and all accommodations that are needed to satisfactorily perform the essential functions of this position: *