

JOB DESCRIPTION

Job Title: Emergency Management
Coordinator

Location: Panola County Courthouse

Job Status: Vacancy

Dept.: Panola County

Pay Range: \$500 per month Salary **Date Written:** 02/27/18

Written By: **Approval(s):** Commissioners' Court
Lee Ann Jones

General Summary:

Coordinate and manage the emergency preparedness program for the County of Panola; maintain the Basic Emergency Plan and annexes to meet and conform with federal, state and local laws; coordinate emergency management and other assigned activities with County departments and personnel, outside agencies and the general public.

Supervision:

General supervision is provided by the County Judge.

Essential Duties and Responsibilities:

1. All behavior should comply with the Panola County Employee Handbook and any applicable policies of the employee's department head. Any questions on application on both employee handbooks should be directed to the Department Head and/ or the County Treasurer/County Human Resources.
2. Participate in the development and implementation of emergency management goals, objectives and priorities.
3. Coordinate local emergency planning, emergency preparedness programs and provide information and training to the general public, county officials, county employees, schools, medical facilities, civic groups and other outside agencies.
4. Update and maintain the Master Emergency Operations Plan (MEOP); review policies and programs to insure conformance with federal, state, and local laws.
5. Insure the establishment and maintenance of an Emergency Operations Center (EOC), including: operational readiness of weather radar monitoring capability in the EOC; operational readiness of radio, telephone and computer access in the EOC; be responsible for maintenance of MEOP, supplies, directories, call list,

reference material, etc. in the EOC.

6. Maintain an up to date survey of existing personnel, equipment, supplies and services that could be used during an emergency.
7. Ability to communicate and make presentations to all levels of county management and community leaders.
8. Coordinate the development and execution of a public information program to keep all residents informed as to the disaster preparedness activities of the County, and of the actions which would be expected of residents if local plans were implemented; develop and conduct comprehensive emergency preparedness planning assistance and public information programs with schools, private industry and interested citizens groups.
9. Respond to and assist with emergency management activities in the EOC or Emergency Communication Center as required by the County Judge; assist in the EOC on a 24 hour basis, when needed.
10. Design, coordinate and assist in directing annual emergency drills for the County; establish interdepartmental committees to participate in planning and implementation of drills; coordinate with outside agencies and private industry in exercise planning and participation.
11. Prepare and/or assist in the development/revisions of mutual aid, automatic aid, memorandums of understanding, and county ordinances concerning emergency management.
12. Direct and participate in emergency preparedness training programs; obtain membership, attend meetings and participate in approved professional associations; keep informed of relevant new innovations, laws and procedures and attend instructional classes and seminars for Emergency Management.
13. Recommend placement of additional emergency warning sirens; coordinate with the City of Carthage the maintenance and testing of the emergency warning system; write specifications for equipment when necessary.
14. Act as grant administrator for the County, responsible for grant applications, communications with grantor, adherence to grant conditions and status reporting.
15. Maintain records of Texas Tier II Reports of all facilities, businesses, or agencies where hazardous chemicals are used, stored, produced, handled or maintained; distribute information to other divisions of County.
16. Identify opportunities for improving work methods and procedures; review with appropriate management staff; implement improvements.

17. Maintain resource library of pertinent reference materials.
18. Draft and submit monthly and annual activity reports as required by agencies at the local, county, state and federal levels.
19. Serve as Department liaison with private and volunteer agencies (LEPC, Red Cross, Salvation Army, RACES, etc.) regarding emergency management activities.
20. Prepare annual division budget.
21. Perform other duties as assigned by the County Judge.

Knowledge, Skills and Abilities:

Knowledge of:

Federal, state and local laws, codes and regulations, particularly with regard to emergency preparedness planning

Incident command systems and the four phases of Emergency Management (mitigation, preparedness, response and recovery)

National Response Plan and the National Incident Management System

Fire Department procedures and terminology including those for Emergency Medical Services

The geography of the County of Panola and surrounding areas

Areas of the County which have the potential to become extremely dangerous under emergency conditions

Basic meteorology and storm spotting techniques

Emergency Management Principles

Geographical Information Systems

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs

Safe work practices and procedures

Principles and procedures of record keeping

Approved procedures and policies for hazardous or toxic materials storage, transport and clean-up

Business letter writing and report preparation

Computer presentations

Skill in:

Using personal computers, related equipment and software

Coordinating and negotiating with various disciplines within the city, county, state, federal and private industries

Ability to:

Work under stress and use good judgment.

Tactfully respond to requests and inquiries from the general public.

Allocate limited resources in a cost effective manner.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare clear and concise reports.

Establish and maintain cooperative working relationships with those contacted in the course of work including County and other government officials, community groups, the general public and media representatives.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Effectively deal with personal danger that may include both natural and/or manmade disasters, possibly involving chemical, biological and radiological agents.

Meet the County's driving standards.