

LAVACA COUNTY JOB DESCRIPTION

Russell Layton

DEPARTMENT: Emergency Management
JOB TITLE: Emergency Management Coordinator
SUPERVISOR: County Judge

CLASS NO.:
PAY GROUP:

EEOC:
FLSA: Non Exempt

GENERAL FUNCTION: Coordinate activities associated with Emergency Management and Homeland Security for Lavaca County and all cities within the County. Maintain County Emergency Plan. During time of emergency, advise County officials of current situation and help coordinate emergency measures and information as needed.

DUTIES AND RESPONSIBILITIES:

1. Manages the operations of the Office of Emergency Management to ensure implementation of the department's vision and mission.
2. Performs administrative and technical duties for the continued development and maintenance of the County's Emergency Management program.
3. Prepares and submit reports/planning updaters per local, state and/or federal requirements as needed.
4. Prepares and delivers public education presentations designed to enhance awareness and foster personal preparedness among the citizens of Lavaca County, civic and other local organizations, business and industry.
5. Performs administrative and technical duties for the facilitation and coordination of training and exercises involving various County departments, local, state and federal partners and multiple external organizations.
6. Establishes and maintains effective working relationships with County Departments, local, state and federal agencies and other groups in relation to emergency management.
7. Functions within the Emergency Operations Center or specified location during emergency and non-emergency incidents including but not limited to major emergencies, disasters, training exercises and special events.
8. Monitors the weather during both severe weather and hurricane season when notified that severe weather is impending.
9. Represents the County at various meetings, trainings, conferences and seminars as is determined necessary to perform the functions of the job and/or as requested by the County Judge.
10. Coordinates special projects/programs as necessary to implement the Emergency Management Program.
11. Attend required conferences and meeting for continued education and promote Emergency Management.
12. Work with other coordinators around the State to remain current in Emergency Management.

13. Work with Lavaca County Volunteer Firefighters, Lavaca County Sheriff's Department and EMS regarding emergencies and exercises.
14. Maintain Lavaca County's Emergency Operations Center.
15. Inform Lavaca County Judge and Commissioners' Court of activities affecting Lavaca County emergencies and corrective action.
16. Maintain Lavaca County's Emergency Plan and all Annexes and update as needed.
17. Work with Golden Crescent in Regional Emergency Management Plans and future plans.
18. Work with Emergency Managers from the cities in Lavaca County for continuity and organization in case of emergency.
19. Coordinate training as needed for county first responders and volunteers.
20. Work with Texas State Department of Health and Homeland Security.
21. Administers the Department of Homeland Security grant program to include researching, writing and submitting grant projects; completing required reporting per the Texas Division of Emergency Management.
22. Maintains a variety of files and records as related to the office of Emergency Management.
23. Performs related duties as assigned.

QUALIFICATIONS:

High School education or equivalent. A working knowledge of the concept of Emergency Management. Good communication skills and ability to deal with citizens, public officials and law enforcement with tact and good judgement. Capable of completing home study courses provided by the Federal Emergency Management Institute and any other courses as required.

EQUIPMENT USED:

Satellite weather/flood gauges and rain gauges (on computer) and normal office equipment.