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TIME 4:30 P
BY: *Sandra K. Duckworth*
SANDRA K. DUCKWORTH, COUNTY CLERK

JOB DESCRIPTION EMERGENCY MANAGEMENT COORDINATOR
REPORTS TO: NEWTON COUNTY JUDGE

POSITION SUMMARY

Under general supervision of the County Judge the Emergency Manager will provide coordination and management of program operations, budgets and related projects following all applicable laws, policies and procedures and will work in collaboration with other external agencies during disasters. Individuals must be available on days, evenings and weekends.

ESSENTIAL JOB DUTIES

- Promotes partnerships with professional organizations, local governments, and first responder agencies throughout the county.
- Develop and coordinate county-wide fire and emergency programs and related services.
- Analyze training needs of area public safety personnel, initiate surveys and needs assessments, and recommend new programs and course offerings.
- Delivers training programs and presentations to various government/community groups.
- Participates on committees and attends classes, seminars, and meetings related to emergency management programs.
- Coordinates all field and Emergency Operations Center activities.
- Assists in the preparation of the County's Comprehensive Emergency Management Plan
- Coordinates, participates in and evaluates exercise scenarios/drills for area public safety organizations.
- Maintains databases, conducts research, gathers, organizes, analyzes, and interprets data relevant to EMA program activities.
- Recommend appropriate budget allocations for areas of assigned programming.
- Prepares and submits grant proposals; Assists in management of grants; prepares financial reports and ensures compliance with grant reporting requirements.
- Performs other duties as may be required

WORK ENVIRONMENT

Work is performed primarily in an office setting, with occasional field work for functional oversight and with moderate travel to local and regional trainings, meetings, or similar. Must be physically able to assist with field coordination of emergency services response.

SPECIAL REQUIREMENTS:

- ❖ Must submit to and pass a criminal background check.
- ❖ County residency preferred.
- ❖ Emergency Response experience preferred

Applications may be obtained from the county website at www.co.newton.tx.us

To be considered, please email a completed and updated application to

newtoncountyjudge@co.newton.tx.us