

Job Description
Emergency Management Assistant
Bosque County Texas

POSITION SUMMARY:

Under the general direction of the Emergency Management Coordinator, the Emergency Management Assistant (EMA) is responsible for assisting with the overall coordination of the planning, preparation, training and execution of disaster response and recovery services in the county.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The EMA assists with the management of all operations including physical facilities associated with Emergency Management in Bosque County such as:

- Maintenance and upkeep of the Emergency Operations Center including equipment housed there
- Obtains and maintains operational knowledge of the county's emergency radio and paging system
- Conducts regular operational and maintenance checks at the county radio tower sites
- Audits and maintains an inventory of all Emergency Management equipment and resources purchased, distributed, and replaced
- Supervises the Emergency Management Volunteer Team
- If available, assists the EOC Manager during major incidents that requires the activation and operation of the EOC
- If available, assists the EMC with deployment and support of on-scene emergency operations
- Assists with local planning and preparedness activities and the maintenance of the county's emergency management plan with cities, schools, churches, businesses, and other agencies and community organizations

- Assists with training for local emergency management personnel and responders
- Assists with coordinating participation in disaster exercises
- Performs various special research projects and may be responsible for administering special programs
- In the absence of the EMC, may prepare materials for Commissioners Court meetings; attends Commissioners Court and other board meetings when requested
- Utilizes computer models and various weather service products stays abreast of current weather conditions and advises city/county administrators and/or department heads of any action that may be needed

ADDITIONAL DUTIES:

- Perform any duty assigned by the EMC within the scope of the department
- Ability to cooperate and interact with co-workers and the public frequently

EDUCATION:

- High school diploma or equivalent
- College core hours preferred

KNOWLEDGE/SKILLS/ABILITIES:

- Proficient in the use of technology, computers, copiers fax machines and software programs
- Drone pilots license or ability to obtain within one year
- HAM radio license of ability to obtain within one year
- General understanding of safety procedures and practices
- Ability to read, write and carry out routine oral and written instructions
- Ability to understand, remember and communicate routine, factual information

- Knowledge of language skills, mathematical skills, reasoning ability and general office procedures
- Ability to multi task and be flexible in any stressful work situation
- Must be highly motivated and work well both independently and in a team environment

CONDITIONS OF EMPLOYMENT:

- Must have a valid Class “C” Driver’s License prior to employment (must obtain Texas Class “C” driver’s license within 30 days of hire per state law)

PREFERENCES:

- Excellent writing and speaking ability, including public presentations
- Drone pilots license
- HAM radio license

WORKING CONDITIONS:

Work takes place in and out of a county office and in a vehicle on county roads and streets. The noise level can be loud while driving on the roads and streets. Outside weather conditions may fluctuate from extremely hot (above 90 degrees) to cold (below 30 degrees). In outdoor conditions, employee may frequently be exposed to high humidity, hot sunlight and/or rain, hazardous road conditions and gasoline fumes. In outdoor conditions, employee may occasionally be exposed to hail, sleet and/or snow. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. Exposure to animals, wildlife, reptiles and insects is possible.

PHYSICAL REQUIREMENTS:

- Ability to occasionally lift and/or move up to 50+ pounds to waist high level
- Must be able to frequently stand, walk, sit, reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; taste and smell

- Ability to feel, talk and hear
- Specific vision abilities required which includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Ability to operate county vehicle in all types of weather

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with federal and state laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Signature

Date

Department Head Signature

Date