

TYLER COUNTY EMERGENCY MANAGEMENT JOB OPPORTUNITY ANNOUNCEMENT

Announcement Date: 9/12/2023

Department: Office of Emergency Management

Closing Date: 11/1/2023

Opening Contact: Tyler County Treasurer, Leann Monk

No phone calls please.

Benefits/Pay: Salary: \$45,000/annually EMC Vehicle County Health Insurance County Retirement Plan
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JOB DESCRIPTION:

- Create the organization's emergency management plan and ensure it is in compliance with local, state, and federal laws and industry regulations (where required).
- Coordinate emergency management training, including training exercises.
- Set-up and maintain an Emergency or Department Operations Center.
- Create strategic relationships with all stakeholders who may be involved in an emergency, i.e., government agencies, community groups, employees, volunteers, and private organizations.
- Must be able to work all hours in cases of emergencies.
- Must be able to conduct risk and threat assessments.
- Must be able to advise local officials regarding their disaster mitigation, response, and recovery procedures.
- Must possess organizational skills.
- Must be able to adapt and respond to changing environments.

EXPERIENCE:

- Related Experience – Preferred
- 3 to 5 years Command Level Experience – Preferred
 - 1st Responder Experience/Progressive Responsibility
- Related Courses Required/Preferred: NIMS/ICS:
 - Course #100 and #200 (Required – Certification of Completion must be provided.)
 - Courses #300, #400, #700 and #800 – Preferred

EDUCATION:

- High School Diploma or Equivalent – Required
- Associate degree/Training in Emergency Management/EMS/Law Enforcement/Fire Training/Hazardous Material – Preferred
- Field-related experience MAY be considered.

Return Applications before 11/1/2023 to:
100 W. Bluff, Room 105
Woodville, TX 75979