



DRIPPING SPRINGS
Texas

EMERGENCY MANAGEMENT COORDINATOR
Director of Emergency Preparedness and Homeland Security
Full-Time Exempt

A. GENERAL PURPOSE

~~Responsible for~~Oversees emergency management activities in the City of ~~Dripping~~Drippings Springs ~~and serves as the City's Emergency Manager~~. Prepares emergency plans and procedures for natural (e.g. floods, tornadoes, wildland fires), technological (e.g. hazardous materials spills), and man-made (e.g. civil disturbance, terrorist activities, hostage situations) disasters. ~~Coordinates~~Directs and coordinates disaster response ~~and~~, crisis management ~~and homeland security~~ activities, provides disaster preparedness training. Drafts and implements policies and procedures related to emergency management ~~and homeland security~~.

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B. SUPERVISION RECEIVED

Works under the general direction of the Deputy City Administrator II. During an emergency, alternate supervision may be directed based on state, county, and local emergency plans.

C. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepares plans that outline operating procedures to be used in response to disaster/emergencies such as floods, tornadoes, wildland fires, hazardous materials spills, civil disturbances, and ~~recovery~~recovery from these events.
2. Collaborates with ~~other~~federal, state, and local officials in order to prepare and analyze damage assessments following disasters or emergencies.
3. Uses discretion in coordinating disaster response or crisis management activities such as ordering evacuations, opening public shelters, and implementing special needs plans and programs.
4. Consults with officials of local and area government, schools, hospitals, businesses, and

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community groups in order to determine their needs and capabilities in the event of a natural disaster or other emergency.

- 5. Directs the planning, development, and evaluation of comprehensive threat assessments; creates and implements security plans for large city events; and coordinates with federal, state and local agencies on security initiatives.
 - 6. Monitors and analyzes intelligence reports, security data; investigates security breaches, advises the City for security threats and conducts vulnerability assessments of critical City infrastructure.
 - 5.7. Develops and maintains liaisons with other municipalities, county departments, fire and EMS organizations, and similar entities in order to facilitate plan development, response effort coordination, and mutual aid.
 - 6.8. Keeps informed of activities and changes that could affect the likelihood of an emergency as well as those that could affect response efforts and details of plan implementation.
 - 7.9. Keeps informed of federal, state, and local regulations affecting emergency plans, and ensures that plans adhere to these regulations.
 - 8.10. Prepares emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments.
 - 9.11. Maintains confidentiality.
 - 10.12. Maintains accurate data and records related to emergency management training, documents, activities, and expenditures.
 - 11.13. Attends meetings, conferences, and workshops related to emergency management, security, and safety in order to learn new information and to develop working relationships with other ~~emergency management~~ specialists.
 - 12.14. Exercises independent judgment in implementing and updating ~~the~~ Continuity of Operations ~~Plan~~ Plans.
 - 15. Reviews Special Event Permit Applications and advises applicants on their plans as they relate to safety and security.
 - 13.16. Prepares Emergency Action Plans for City Special Events.
 - 17. Establish and maintain Assists, evaluates, and monitors comprehensive safety and health programs to ensure a safe environment and compliance with safety standards.
 - 14.18. Establishes and maintains effective working relationships with employees, City
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officials, and the general public.

~~15.19.~~ Acts/Serves as support staff/the Staff Liaison for the City of Dripping Springs Emergency Management Commission.

20. Serves as the City's official "Emergency Management Coordinator."

~~16.21.~~ Performs other ~~duties~~ related ~~to health and safety duties~~ as assigned.

D. EDUCATION AND EXPERIENCE

1. Minimum of High School diploma required, but graduation from a college or university with a Bachelor's degree in emergency management, fire science, public or business administration, or a closely related field (is preferred), and
2. ~~Five (5)~~ Seven (7) years of experience in emergency services work, three years of which should be in a supervisory capacity (direct or indirect), or
3. An equivalent combination of education and experience as described above.
4. Completion of the FEMA Emergency Management Institute's Advanced Professional Development Series ~~(basic)~~.
5. Must be able to listen and communicate (written and verbal) clearly, and possess exceptional grammar, spelling, and proofreading skills.

E. TOOLS AND EQUIPMENT USED

Personal computer, including accounting, word processing, spreadsheet software; 10-key calculator; phone; copy machine; and audio and video equipment.

F. SPECIAL REQUIREMENTS

1. A valid state driver's license.
2. While performing the duties of this job, the employee is frequently required to sit and to communicate orally with others. The employee is occasionally required to move around the City Hall and various locations within the City and to work outdoors in extreme temperature and precipitation conditions.
3. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of office supplies, files, equipment and furniture. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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G. WORK HOURS

Works approximately 40 hours per week. Typical work hours are Monday through Friday between 8:00 am to 5:00 pm, including one hour for lunch, and week nights and weekends as needed. This position is a full-time exempt and eligible for compensatory time off as described in the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL". Any compensatory hours performed must be preapproved by the City Administrator except in the case of an emergency.

H. COMPENSATION

Salary is commensurate with the position. Pay days are every other Friday or as otherwise determined by the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL."

I. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as maybe modified by the specific employee's offer letter.

J. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, ~~national origin~~, sexual orientation, ~~handicap~~, ~~military status~~, ~~veteran status~~, ~~national origin~~, ~~mental or physical disability~~, ~~pregnancy~~, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, ~~sex~~, ~~marital status~~, ~~handicap~~, ~~national origin~~, ~~mental or physical disability~~, ~~pregnancy~~, or military status, is prohibited. ~~To request an accommodation, please contact the City of Dripping Springs Human Resources Director, Chase Winburn, at (512) 858-4725.~~

Please note: *This Position Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*