

# Texas County Job Description

**Job Title:** Emergency Manager  
**Department:** Commissioners/Emergency Management  
**Reports To:** Commissioners  
**Open Date:**  
**Closed Date:**

---

**SUMMARY:** Administers the Emergency Management and Safety Program for developing, implementing, and analyzing emergency and safety plans for Texas County through the Board of County Commissioners. Shall be responsible for all aspects of emergency management in their jurisdiction including: conducting a hazard analysis detailing risks and vulnerabilities, annually updating the existing all-hazard Emergency Operations Plan (EOP), conducting and arranging for necessary training of all relevant personnel, conducting annual exercises to evaluate the plan, managing resources, determining shortfalls in equipment, personnel and training, revising the EOP as necessary, establishing and maintaining an office of emergency management, communications, warnings, conducting or supervising damage assessment and other pre-and post-disaster-related duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following.

- Coordinates the planning, organization, and implementation of local emergency management activities for the rural portions of Texas County. Works in cooperation with State, and Federal Emergency Management Agencies (FEMA) when necessary and with local municipalities when requested to ensure a complete program.
- Maintains and in times of Emergency operates an Emergency Operations Center and mobile Command Center as needed.
- Prepare and maintain Emergency Management budget and satisfy requirements for Emergency Management Agency (EMA) funding through the Oklahoma Department of Emergency Management and the Federal Emergency Management Agency.
- Prepare and distribute public information concerning potential disasters and how to protect against the effects of those disasters. Assist public entities with planning and procedures for emergency preparedness when requested.
- Perform as the Texas County representative, to coordinate activities concerning disaster operations, with private agencies, local governments, state, and federal representatives.
- Gives direction to volunteers and staff during periods when the Emergency Operations Center is activated and as directed by the County Commissioners.

## **TEXAS COUNTY**

### **Job Description**

#### **Emergency Manager**

##### **Page 2**

- Coordinate and cooperate with area weather spotter networks, National Weather Service, and area television and radio stations concerning severe weather.

## **TEXAS COUNTY**

### **Job Description**

#### **Emergency Manager**

##### **Page 2**

- Along with input from other agencies, prepare and maintain Emergency Operations Plan, Disaster Recovery Plan and Hazard Mitigation Plan. Secure and maintain information regarding facilities and resources of communities and jurisdictions for use in emergency situations.
- Develop and implement a training program to prepare employees, volunteers, and residents for emergency operations. Direct participation of the local office in National, State, and local test exercises.
- Create and maintain a safety training program for the employees of Texas County providing strategic planning, scheduling, and dissemination of schedules to all County employees.
- Maintain strategic emergency response plans for all county buildings including evacuation, shelter, and shelter in place plans.
- Work with Commissioner's to keep the Board of County Commissioners informed as to topics relevant to Emergency management operations.
- Other duties as assigned.

### **COMPETENCIES:**

- Ability to think analytically to synthesize complex or diverse information.
- Ability to use intuition and experience to complement research data.
- Must possess extraordinary communication skills, both spoken and written.
- Ability to apply problem solving skills and logic to develop alternative solutions.
- Ability to read, develop and coordinate plans, and communicate with other team members.
- Ability to represent the County in a courteous and professional manner especially when in contract with constituents.
- Ability to effectively influence actions and opinions of others by inspiring respect and trust.
- Knowledge of, respect for, and sensitivity to cultural diversity.
- Knowledge of city, county and state organizational structures, programs, and procedures.
-

## TEXAS COUNTY

### Job Description

### Emergency Manager

#### Page 3

- Must be knowledgeable of emergency management theories and practices and their application as regards critical situations that develop.
- Knowledgeable and experienced in the maintenance of technical and communication equipment.
- Must be familiar with the use of personal protective equipment and its proper use in each work environment.

**EDUCATION and/or EXPERIENCE:** Preferred minimum of Bachelor's Degree in Emergency Management from and accredited four-year University or combination of education and experience commensurate experience. Must be proficient in the use of Microsoft Office and its allied programs. Must be willing upon hiring to take additional course work as directed for necessary certifications.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret complex documents including common scientific and technical information, financial reports, and legal documents. Must possess the ability to respond effectively to sensitive inquiries or complaints by constituents, and fellow employees. Must always demonstrate a "public and professional" demeanor and decorum

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference. Agility to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Must possess the ability to think and work independently as assigned.

**CERTIFICATES AND LICENSES:** A successful employee in this position should possess, or pursue upon employment, detailed education and certifications associated with the job. Must possess a valid Oklahoma State Driver's License.

**SUPERVISORY RESPONSIBILITIES:** Must be able to supervise and people that work under them in a lawful and professional manner.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

**TEXAS COUNTY**  
**Job Description**  
**Emergency Manager**  
**Page 4**

While performing the duties of this job, the employee is subject to exposure to hazardous conditions and environments including but not limited to fire, flooding, extreme weather, icy conditions, extreme heat, low visibility, and other austere conditions. The noise level in the typical work environment is usually moderate but could be elevated during emergency operations.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand, walk, sit, and stoop. The employee must frequently lift and/or move up to 50 pounds or more as dictated by the situation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**SAFETY:** The employee shall be knowledgeable about and follow Texas County's safety policies and procedures and immediately report (i.e. during current shift) any accidents, unusual occurrences, or any other safety-related issues to the Commissioners. Texas County is a Drug-Free Workplace. All employees are subject to Texas County's Drug-Free Policy. All job applicants are subject a post-offer, pre-employment drug screen to determine eligibility for hire.

**NOTE:** The omission of specific statement or duties listed above does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between Texas County government and the employee and is subject to change by Texas County as the needs and requirement of the job change.

EEO: Texas County is an Equal Opportunity Employer