



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **DEPUTY EMERGENCY MANAGEMENT COORDINATOR II**  
Grade: 13

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Employee performs emergency coordination work. Works to assist the Emergency Coordinator on emergency preparedness issues, coordinates training programs and emergency operations drills, assist departments with their emergency and mitigation plans, grant applications and administration, and administer the submittal process for Federal and State reimbursement claims for the county's cost during emergency operations.

### **EXAMPLES OF WORK PERFORMED**

Serves as one of the liaisons on county emergency preparedness plans with FEMA

Assists in coordinating training programs and emergency drills to prepare county for quick response to emergencies

Assists to develop cost estimates and makes budget projections

Assists in applying for federal and state grants

Will represent the county in various internal and external tasks forces and committees

Assists Emergency Coordinator in continuous efforts to improve operations, decrease turnaround times, streamline processes, and work cooperatively, and jointly to provide the best outcomes in emergency situations

Performs related work as assigned

### **EXPERIENCE AND EDUCATION**

Graduation from an accredited four year college or university with a degree in public or business administration, government management or related field

Three (3) years of related experience public administration and/or grants administration, including two (2) years of emergency management experience

Two (2) years of related experience may be substituted for one (1) year of education

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## **CERTIFICATES, LICENSES AND REGISTRATION**

Must complete the Certified Emergency Manager (CEM) program

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of governmental organization

Knowledge of Federal and State grant processes and sound fiscal management

Principles of local emergency management

## **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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations