



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **EMERGENCY MANAGEMENT COORDINATOR**  
Grade: 18

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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**

Performs complex emergency coordination work; Responsible for monitoring, conducting, and participating in programs and activities for the purposes of assessing, mitigating, response and recovery efforts for events associated with critical incidents and emergencies. Works on emergency preparedness issues, coordinate 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

Coordinates training programs and emergency drills to prepare County for quick response to emergencies

Develop cost estimates and makes budget projections

Applies for federal and state grants

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

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

Prepare and maintain all emergency plan documentation

Coordinate all emergency plan activities

Define roles and responsibilities necessary for all levels of emergency response

Establish and maintain Mutual Assistance Agreements with other utilities

Design and deploy Incident Command System training for appropriate staff

Serve as advisor to the Incident Commander during emergency response situations

Provide curriculum development assistance to System Operations

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Serve as liaison to all emergency agencies and the EOC

Serve as the Team lead in AE business continuity planning

Serve as lead and facilitator of AE emergency and business continuity drills as needed to assure preparedness

Must be capable of carrying out recovery activities in the aftermath of disaster

Prepares for, and prepares detailed information for public awareness presentations regarding the assessment, mitigation, response and recovery for Disaster and Critical Incidents

Attends trainings and seminars to improve, respond, and recover from emergencies

Must be willing to travel with overnight stays for meetings, trainings, exercises and/or response to emergency situations

Performs related work as assigned

### **EXPERIENCE AND EDUCATION**

Graduation from a four (4) year degree college or university with major course in public or business administration, or related field

Seven (7) years related experience including supervisory experience

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

### **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 the Incident Command System and emergency response planning

Knowledge of applicable processes, techniques, and methods

Knowledge of Federal, State, Local laws, and ordinances emergency response

Knowledge and understanding of electrical facilities, operations and processes in the Electric Service Delivery

### **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