



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EMERGENCY MANAGEMENT PROGRAM SPECIALIST II**
Grade: 12

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 a variety of community outreach activities. Responsible for planning, coordinating, and managing of all volunteer programs and services for the Office of Emergency Management. This includes recruiting, selecting, and assigning volunteers, promoting the program with public relations activities, and developing and maintaining community contacts and support for the program. Provides direct supervision, scheduling, and evaluation of volunteers. Plans and implements projects which expand the effectiveness and reach of volunteer services in support of agency mission and vision. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Serves as a Volunteer Coordinator and is responsible for managing volunteers and programs associated with volunteers.

Plans, implements, and provides training for volunteers and administers program to recruit, select, orient, and place volunteers in programs where needed.

Responsible for the staff support to ensure effective planning, operation, and evaluation of an active well balanced volunteer group.

Assists with coordination and integration for community volunteer participation.

Communicate effectively in English and Spanish with the public, members, families, volunteers and other staff.

Build and develop partnerships with relevant public and private organizations in joint program efforts to grow the volunteer program.

Gather and prepare information to submit to media regarding events, activities, and members.

Implement statewide policies and assist in sharing with volunteers and community partners.

Follows policies as described in the County Personnel Handbook and Fiscal Policy Handbook.

Prepares reports as required including daily encounter records.

Performs phone duties as needed.

Participates in public-speaking engagements in English and Spanish.

Speaks to private, civic, church and other organizations to promote the volunteer program.

Attend meeting and training as needed.

Available for meetings, presentations and outreach on nights and weekends.

Ability to recruit, motivate, and manage a group of individuals providing volunteer time vital to the organization.

Assures that all volunteer documentation meets requirements for accuracy and timeliness. Maintains necessary records, reports, and schedules.

Complies handbooks and directions for volunteers; plans and supervises orientation and training for volunteers.

Employee may be assigned other Emergency Management duties in addition to those listed; duties may change according to the changing needs of the county.

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university

Two (2) years of successful work experience with adult volunteers, including internships, preferably with a nonprofit organization

Minimum of two (2) years volunteer management experience preferred

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

CERTIFICATES, LICENSES AND REGISTRATION

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

Good computer skills and knowledge in computer programs such as Word, Publisher, and PowerPoint

Must have good command of the English language including usage, spelling and grammar

Ability to communicate effectively orally and in writing in English and Spanish

Excellent platform speaking skills

Knowledge in program planning and development

Ability to be organized, efficient and confidentiality

Good group/discussion facilitation skills

Proven ability to handle multiple projects simultaneously

Understanding of the value of volunteers and how they are supported

Professional in all interactions

Knowledge of record keeping

Knowledge of proper safety practices, procedures and regulations applicable to work being performed

Knowledge of state policies and procedures

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