

## FANNIN COUNTY EMPLOYMENT NOTICE

**JOB TITLE:** Emergency Management Coordinator

**OFFICE:** Emergency Management Office

**SALARY:** Subject to experience

**JOB DUTIES:**

1. Coordinates the organization and operations of the Fannin County Office of Emergency Management and the Inter-Jurisdictional Emergency Management Program for Fannin County.
2. Serves as the primary contact for County-wide coordination for response, resources, and information relating to emergencies and disasters.
3. Coordinates the processes for emergency and disaster declarations.
4. Works in concert with municipal elected officials to establish and maintain effective county-wide emergency preparedness programs.
5. Develops and maintains policies and procedures for County Government responses to emergencies and disasters.
6. Oversees the Emergency Operations Center, (EOC) and serves as EOC Supervisor in the event of activation or drill.
7. Develops and maintains COOP and relocation plans for all County facilities.
8. Participates in the development and administration of assigned program budget.
9. Manages grants related to Homeland Security and Emergency Management.
10. Plans, conducts and evaluates emergency drills and exercises as needed.
11. Coordinates, educates, and trains volunteer groups such as Community Emergency Response Team, (CERT), Medical Reserve Corps, (MRC) and Skywarn per Federal and State programs.
12. Makes presentations regarding Fannin County's emergency preparedness and response programs.
13. Perform all other related duties as required.

**Requirements for Emergency Management Coordinator Position**

1. Must possess a valid Driver's License
2. One year of relevant experience required in emergency management or emergency/disaster response with proven ability in a position requiring the technical, planning, organizational, and communications skills necessary to accomplish the job. Some chemical/hazardous materials knowledge and experience preferred.
3. Must have or complete within one (1) year FEMA NIMS training ICS/IS 100, 200, 300, 400, 700, and 800 level courses.
4. Possession of or ability to obtain within one (1) year a technician-level amateur radio license. Knowledge of amateur radio operations.
5. Must have knowledge of operational procedures, emergency response protocol, and general services and activities of an emergency management program.
6. Must have knowledge and skill in unified incident command.
7. Knowledge of complex principles and practices of emergency management program development and implementation.
8. Knowledge of methods and techniques of emergency response as related to multi-alarm fires, severe weather, flooding, utility/power outages, evacuations, shelter operations, hazardous materials/chemical spills, and domestic terrorism are essential.

**BENEFITS:** Health/Dental Insurance, Retirement and Vacation

**CLOSING DATE:** Open until filled

**CONTACT:** County Judge Creta L. Carter II  
514 Chestnut Street, Bonham, TX (903) 583-7455

Applications are on our website at [www.co.fannin.tx.us](http://www.co.fannin.tx.us) or may be picked up at the County Judge's office, 514 Chestnut Street, Bonham, TX.