



**LEE COUNTY, TEXAS**  
*AN EQUAL OPPORTUNITY EMPLOYER*

**JOB LISTING/DESCRIPTION**

**POSITION:** Full Time Emergency Management Coordinator/Grant Writer  
**Department:** Office of Emergency Management/Lee County Grants  
**Reports To:** County Judge  
**Salary:** \$45,000 - \$60,000 with benefits depending on experience & qualifications

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**Summary of Responsibilities and Goals**

*This position serves as the Local Emergency Planning Coordinator/Trainer for Lee County as well as research, apply for grants benefiting Lee County. Performs a wide variety of administrative, technical, consultative, coordinating and manage, developmental, planning, and evaluative work in the preparation, implementation, and maintenance of the county-wide emergency management system, including emergency plans, emergency response operations (i.e., hazardous materials), relief, recovery, mitigation, and emergency preparedness programs. This position includes a wide variety of duties and involves independent judgment and initiative. Regular attendance and some overtime may be required.*

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**Essential Responsibilities and Duties**

- Researches, prepares, and submits grant applications for private, State and Federal funding for applicable County projects (Emergency Management / Homeland Security).
- Consistently seek and apply for all grant opportunities that will benefit the County.
- Plans, coordinates, supervises and evaluates Emergency Management operations pursuant to the adopted Lee County Emergency Management Plan. Manages assigned operations to achieve goals within available resources; trains, motivates assigned volunteers (if assigned); reviews progress and directs changes as needed.
- Reviews and prepares proposed updates to the Lee County Emergency Management Plan for consideration by the Lee County Commissioners' Court.
- Establishes policies and procedures for Emergency Management Office in order to implement directives from Commissioners' Court. Provides leadership and direction in the development of short, and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies (local, state or federal) as needed.
- Coordinates with other local Municipal Emergency Management Coordinators to implement a coordinated emergency management plan for Lee County.
- Plans and implements Emergency Management programs for the County in order to carry out the policies and goals of the County; reviews Departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies. Make presentations to supervisors, boards, commissioners, civic groups and the general public.



- Foster strong relationships with all Fire Departments and Emergency Medical Services.
- Organizes the preparation and presentation of an annual budget for Emergency Management; plans for and reviews specifications for new or replaced equipment. Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Prepares a variety of studies, reports/related information, as appropriate, for decision-making purposes (i.e., annual report of activities) as directed. Translates data/findings into appropriate language for a wide range of users.
- Develops a full understanding of the Lee County Emergency plan.
- Meets with elected and/or appointed officials, other Emergency Management officials, community and business representatives and the public on all aspects of the Department's activities.
- Ensure the overall coordination of emergency management systems during emergency and disaster operations and to effectively manage all phases of emergency activities.
- Participates in emergency and disaster, coordinates local or area wide. Applies and coordinates methods and mock training exercises procedures during all phases of emergency management for preparedness/mitigation, response, relief and recovery.
- Formulates recommendations that impact program and policy areas; developing alternatives, solutions, recommendations for legislation, regulations, policies and programs.
- Develops and adapts strategies for transfer of emergency management information; provides technical planning assistance to local, state, and Federal agencies; develops efficient procedures for risk assessment; develops emergency planning standards and reviewing criteria for compliance with the standards.
- Coordinates preparedness, mitigation, response, and recovery programs with local, state and Federal officials; coordinates emergency information and mutual aid resources and taking other response actions as necessary and appropriate; arranging for the effective use of ad hoc task force teams and other expert advisory councils, as necessary and appropriate.
- Consults with local, State, and Federal officials on policy, regulations and legislation, and ensuring adherence to State and Federal statutes, regulations and guidelines.
- Will serve as the primary or alternate representative for Lee County on assortment of advisory committees to include, but limited to Homeland Security Task Force (HSTF), Greater Austin/Travis Regional Radio System (GATRRS), CAPCOG Regional Animal Issues Committee.
- Coordinates the quality improvement and after-action reviews of all EOC and disaster activities.
- Must have the ability to respond to disasters, both actual and perceived, at all hours, nights, and weekends.
- Oversees the coordination and permitting of mass public gathering events.
- May serve as the public information officer for the county during emergency events as directed.



- Attends conferences and meetings to keep abreast of current trends in the field; represents the County Emergency Management Department in a variety of local, county, state and other meetings. Serves as a member of various employee committees. Performs related duties as needed or required. Serves as a backup for subordinate staff as required.
- Work is often performed in emergency and stressful situations. Individual may be exposed to hazards associated with floods, hurricanes, tornadoes, earthquakes and fires. Potential exposures include smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

### **KNOWLEDGE, SKILLS AND ABILITY**

- Ability to handle the public with professionalism while performing job duties.
- Some knowledge of emergency services principles, procedure, techniques, and equipment.
- Some knowledge of state and Federal laws, regulations and requirements relating to local, state and Federal emergency management planning and emergency response.
- Working knowledge of the basic techniques of data analysis.
- Ability to plan for emergencies and respond, under all conditions, appropriately to emergencies and disasters by applying emergency management principles to the specific immediate situation, and mitigation of hazards.
- Establish and maintain effective working relationships with other employees, supervisors.
- Ability to communicate effectively in person, by phone, in writing and electronically, to interact in a courteous, respectful and effective manner with the general public, Elected and Appointed Officials of the county and others.
- Efficient in Microsoft products (Excel, Word, Outlook).

**Note:** The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position of work is similar related or a logical assignment to the position.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Potential accommodations will be evaluated to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- High School Diploma
- Background in emergency management a plus
- Experience in writing grants a plus
- Bachelor's degree in Emergency Management, Public Administration, Industrial Safety, Business Management, Planning, or a directly related field or, any combination of education and experience would be beneficial



### **LANGUAGE SKILLS**

- Must have good writing and speaking skills
- Ability to read and speak conversational Spanish is helpful

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must have a current Texas Driver License (class C)
- Complete NIMS training is a plus

### **PHYSICAL DEMANDS**

- Must be able to see well enough to maintain a Texas Driver License
- Must be able to hear at a level well enough to hold face to face conversations and hear audible warnings
- Must be able to walk/run over uneven terrain that may require standing, stooping, crawling or climbing to traverse
- Must frequently lift and/or move up to 50 pounds

### **PRIMARY TOOLS/EQUIPMENT USED**

- Computer with Microsoft Office Suite, database and Geographic Information System (GIS) software.
- Office Machines – fax, copier, phone, cell phone, and radio

The County may modify this job description at any time it desires with or without notice. Formal application, rating of education and experience; oral interview and reference check. This job does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under circumstances is this a contract for employment.

Applications may be downloaded from the Lee County website at [www.co.lee.tx.us](http://www.co.lee.tx.us) (Click on Employment Opportunities) or pick up from the Lee County Human Resources Office, located at 898 E. Richmond, Room 303, Giddings, TX. An application MUST be submitted by email: [keisha.sanders@co.lee.tx.us](mailto:keisha.sanders@co.lee.tx.us) or hand delivered to the Lee County Human Resources Office. Position will be open until filled.