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**CITY OF WHARTON  
EMERGENCY MANAGEMENT COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To perform a variety of highly responsible, confidential and complex emergency management duties; to provide experienced, confident, and competent management to the City Manager. To serve as a liaison to the City of Wharton Mayor on emergency matters; to serve as a staff advisor to the City Manager on emergency matters.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the City Manager.

Exercises no supervision.

**EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential duties and responsibilities:**

- . Serve as the City's liaison on emergency preparedness issues with the United States Federal Emergency Management Agency, the State of Texas Department of Emergency Management, Regional Offices of Emergency Management, Wharton County Office of Emergency Management, and other local municipalities
- . Coordinates with community officials and with the Texas Department of Emergency Management (TDEM) as necessary to ensure the effective administration of the emergency management program.
- . Manages, operates and maintains the Emergency Operations Center (EOC).
- . Coordinates, develops, and implements the Emergency Operations Plan (EOP) for this jurisdiction. Updates the EOP at least annually.
- . Assist in preparing and submitting an annual budget proposal and manages the administration of the approved emergency management portion of the jurisdiction's budget.

## **CITY OF WHARTON**

### *Emergency Management Coordinator (Continued)*

#### **Essential duties and responsibilities:**

- . Prepares and distributes disaster preparedness material to the citizens of this jurisdiction, with the intent of offering an appropriate means of educating the community as to how they may prepare for and protect themselves from the consequences of such potentially dangerous disasters.
- . Conducts public presentations and speeches at schools, special events, civic organizations, etc. (including television, radio and/or newspaper interviews or appearances) which would benefit the public's safety and enhance the community's awareness and preparedness for any potential emergency/ disaster threat to this jurisdiction.
- . Coordinates with all educational facilities to ensure that adequate disaster (tornado, thunderstorm, etc.) alerting, warning, and in-place sheltering procedures are developed, implemented and exercised.
- . Coordinates with the development and implementation of a Disaster Preparedness and Training Program for jurisdictional employees and volunteers, specifically for the purpose of educating each of their responsibilities during emergency and/or disaster operations.
- . Assisting in coordination of the planning and preparedness activities of the City government and maintenance of this plan.

#### **Other important duties and responsibilities:**

- . Analyzing the emergency response skills needed by the City of Wharton response personnel and arranging the training necessary to provide those skills.
- . Preparing and maintaining a resource inventory.
- . Assisting in keeping the City Council apprised of the City of Wharton preparedness status and anticipated needs.
- . Assisting in initiation and monitoring the increased readiness actions among the City of Wharton and Wharton County services when disaster threatens.
- . Prepares grant applications to request funding from local, state, and federal agencies for public safety and emergency management.
- . Perform Security Surveys for business and residential buildings.
- . Act as the coordinator for Neighbor Hood Watch Programs.
- . Advisor for Law Enforcement Explorer Post.

## **CITY OF WHARTON**

### *Emergency Management Coordinator (Continued)*

- . Citizen Emergency Response Team instructor and coordinator.
- . Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Thorough knowledge of Homeland Security issues.

Thorough knowledge of preparing and maintaining the data systems for forecast.

### **Ability to:**

Independently perform difficult administrative support services.

Work independently in absence of supervision.

Handle responsibilities for Public Safety radio communications for the City of Wharton.

### **Ability to:**

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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

- *walking, standing or sitting for extended periods of time*
- *operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *operating assigned equipment including computers*
- *communicating with others.*

Maintain mental capacity, which permits:

- *making sound decisions and using good judgement*
- *handling sensitive and potentially hostile inquiries.*

### **Experience and Training Guidelines**

## **CITY OF WHARTON**

### *Emergency Management Coordinator (Continued)*

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Four years of responsible Emergency Management experience training and understanding in planning, response, recovery, and mitigation activities.

#### **Possess or ability to obtain certificates in:**

Logistics and Resource Management  
Public Safety Communications  
Emergency Manager Certificate

#### **Training:**

Equivalent to a high school diploma.

#### **License or Certificate:**

Possession of, or ability to obtain a valid driver's license issued by the State of Texas.

## **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office/field environment; exposure to inclement weather conditions; utilizing computers; subject to high levels of public contact.

#### **Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for sitting or standing for prolonged periods of time; general manual dexterity.