

**CITY OF WHARTON
JOB ANNOUNCEMENT**

Position: Emergency Management Coordinator

Description: 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.

Experience/Training: Must have a high school diploma or G.E.D. 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.

Ability to work with Microsoft Office; Word, Excel, and PowerPoint are strongly preferred.

Pay Range: \$25.37 to \$36.25 per hour.
Depending upon qualifications.

Status: Open until filled.

Contact: City of Wharton
Personnel Department