



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Deputy Director	Opening Date: September 27, 2017	Application Deadline: Open Until Filled	Job Posting #: 17142
Department: Office of Emergency Management	Starting Salary: \$61,000-\$65,500	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL POSTING

BRIEF JOB DESCRIPTION: Performs highly advanced (senior-level) duties relating to emergency management and safety planning and coordination of existing and new programs and projects. Work involves directing, administering, monitoring, and evaluating the operations of the Office of Emergency Management. Requires the ability to establish criteria, formulate projects, assess program effectiveness, and investigate and analyze a variety of extraordinary conditions, problems, and questions. Responsible for conducting and attending training on a broad variety of disciplines; including the areas of emergency planning, health and safety practices, emergency medical protocols and administration, and radio emergency communication. Responsible for coordinating county activities in response to, and recovery from disasters. This position may also be required to communicate with media and relay information to the public. Requires the ability to direct and supervise the work of others. This position may also be responsible for leading, training, and organizing staff and assignments, and interpreting, performing, explaining, and enforcing department policies and procedures. Provides effective working relations with County Officials, Department Heads, staff and the general public.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: Advanced principles and practices of emergency planning, health and safety practices; Principles and practices of emergency medical protocols and administration; General principles and practices of wireless communication principles; The skills required to direct and supervise the work of others; Personal Computer skills and software, including Microsoft Office; Professional Customer Service skills. Ability to respond during times of emergency, national disaster, and/or critical incidents regardless of weekday or time of day; Coordinate disaster response activities and recovery projects that involve other county departments and functions.

MINIMUM QUALIFICATIONS: Bachelor's degree or equivalent. Successful completion of FEMA approved ICS classes I-100, I-200, I-300, I-400, I-700, I-800, Planning Section Chief, Type III Incident Commander, EOC/ICS Interface, and Advanced Emergency Management. Preferred: FEMA Advanced Professional Series Training, must live in Bastrop County within 3 months after employment. Valid Texas driver's license.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at: <http://www.co.bastrop.tx.us/page/open/3206/60/BastropCountyJobApp.pdf> Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Office of Emergency Management Deputy Director

Department: Office of Emergency Management **FSLA Status:** Non-Exempt

Reports To: County Judge

SUMMARY: Performs highly advanced (senior-level) duties relating to emergency management and safety planning and coordination of existing and new programs and projects. Work involves directing, administering, monitoring, and evaluating the operations of the Office of Emergency Management. Requires the ability to establish criteria, formulate projects, assess program effectiveness, and investigate and analyze a variety of extraordinary conditions, problems, and questions. Responsible for conducting and attending training on a broad variety of disciplines; including the areas of emergency planning, health and safety practices, emergency medical protocols and administration, and radio emergency communication. Responsible for coordinating county activities in response to, and recovery from disasters. This position may also be required to communicate with media and relay information to the public. Requires the ability to direct and supervise the work of others. This position may also be responsible for leading, training, and organizing staff and assignments, and interpreting, performing, explaining, and enforcing department policies and procedures. Provides effective working relations with County Officials, Department Heads, staff and the general public.

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision from County Judge.

Exercises supervision over OEM staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Directs and oversees the operations of the Office of Emergency Management; develops and maintains an Emergency Management Plan graded at advanced level by the Texas Division of Emergency Management, reviews and approves reports, plans, and work products produced by OEM staff, performs supervisory functions including scheduling and assignment of duties; monitors staff performance; provides guidance, support, and training to staff members; performs annual staff evaluations and takes disciplinary action as needed; monitors and manages departmental budget; prepares annual departmental budget request;
2. Conducts and attends training on a broad variety of disciplines, including emergency management principles, command and control systems, medical and first aid initiatives, radio communications and workplace safety;
3. Interacts with Bastrop County staff and elected officials and other jurisdictions, disciplines, agencies, associations and groups from both the public and private sectors to plan and conduct regular safety drills and exercises;

4. Attends meetings and conferences in the areas of emergency planning, health and safety practices, emergency medical protocols and administration, and emergency radio and first responder communication;
5. Provides close contact interface between the Bastrop County OEM and local and regional public health agencies, medical providers and emergency medical responders;
6. Takes a lead role, including serving as Incident Commander, if assigned by County Judge in the operation of the County's Incident Command System and has the authority to assign staffing roles at the Emergency Operations Center; including the ability to direct and supervise the work of others;
7. Represent County in various regional capacities regarding emergency management, wireless communication and ICS on boards, task forces and advisory assignments.
8. Ability and willingness to respond during times of emergency, national disaster, and/or critical incidents regardless of weekday or time of day is an essential function of this position;
9. Provides exceptional customer service to County employees and the public, interact with media when necessary and update public with information;
10. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
11. Maintains confidentiality and security of all Emergency Management information and systems;
12. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Advanced principles and practices of emergency planning, health and safety practices;
Principles and practices of emergency medical protocols and administration;
General principles and practices of wireless communication principles;
The skills required to direct and supervise the work of others;
Personal Computer skills and software, including Microsoft Office;
Professional Customer Service skills;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.
Principles of the National Incident Management System (NIMS).
Related county functions such as construction, engineering, finance, development and permitting.
Local, State, and Federal environmental and biological constraints, practices and regulations.

Ability to:

Respond during times of emergency, national disaster, and/or critical incidents regardless of weekday or time of day;
Serve as Incident Commander in any type III event, as defined by the NIMS protocols;
Assign staffing roles at the Emergency Management Center;
Coordinate disaster response activities and recovery projects that involve other county departments and functions;
Attend and conduct a variety of training classes and conferences;
Perform multiple tasks simultaneously in a timely manner;
Record, and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Demonstrate personal communication skills including effective telephone skills and public speaking;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 50 pounds such as equipment or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;

Interpreting federal laws and regulations;

Effective interaction and communication with others;

Prepare clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

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:

A minimum of four (4) years' experience in emergency planning, health and safety practices, emergency medical protocols and administration, and incident command systems;

Extensive experience with emergency operations including multi-agency and multi-discipline incident response.

Education:

Bachelor's degree or equivalent.

Successful completion of FEMA approved ICS classes I-100, I-200,I-300,I-400, I-700,I-800, Planning Section Chief, Type III Incident Commander, EOC/ICS Interface, and Advanced Emergency Management.

Preferred:

FEMA Advanced Professional Series Training.

Must live in Bastrop County, Texas (within three (3) months after employment).

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the 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 no circumstances is a contract for employment.