

NOTICE OF EMPLOYMENT

Bandera County is now accepting applications for a Full-time:
EMERGENCY MANAGEMENT COORDINATOR.

Scope of position: Activate and manage the Emergency Operations Center (EOC) during flooding events and other disasters. Coordinate the resources requested by emergency personnel during Fires, Search and Rescue, etc.

Coordinates the emergency planning and general preparedness activities of the county. Maintain enhanced 9-1-1 emergency communication system. Assign city-style addresses to rural locations. Serve on the 9-1-1 Advisory Committee and the Regional Emergency Preparedness Advisory Committee (REPAC) for AACOG; attend various meetings and perform duties as directed by AACOG and Commissioner's Court in relation to this position.

Duties include but not limited to: Prepare and maintain Emergency Management plans and documents as required by law, including Basic Plan, 22 Annexes with Appendices and Hazard Mitigation Plan; Prepare and maintain a civil preparedness resource inventory; Coordinate Point of Dispensing drills, exercises, form and documentation preparation for Operational Readiness Review as required by Department of State Health Services (DSHS) and Center for Disease Control (CDC); Advise and provide staff assistance to the County Judge and Commissioner's Court on emergency matters; Applicants must have strong computer and organizational skills, be able to communicate both orally and written, be able to lift 50 lbs., have a valid Texas driver's license and be able to work flexible hours.

Application and a full job description may be obtained at the Auditor's/HR office located at 1207 Pecan Street, Bandera, Monday-Friday, 9:00 a.m. – 4:00 p.m. Application and job description also available on banderacounty.org. Applications will be accepted through Monday, Nov. 21, 2022. Completed applications must be returned to the Auditor's/HR office.

Bandera County is an equal opportunity employer.

Posted November 1, 2022