

# **RUSK COUNTY**

## **FIRE MARSHALL/EMERGENCY MANAGEMENT COORDINATOR**

### **POSITION TITLE**

FIRE MARSHALL/EMERGENCY MANAGEMENT COORDINATOR

### **SUPERVISION**

County Judge & Commissioners Court

### **NUMBER OF PERSONS SUPERVISED:**

0

### **CLOSING DATE:**

November 8, 2021

### **POSITION SUMMARY**

This is a professional and administrative position under the direction of the County Judge and Commissioners Court involving the oversight and update of Emergency Management and Fire Marshall duties. Work involves activities pertinent to general operations of the County Fire Marshall and the duties that pertain to that position. In addition, this position serves as the Emergency Management Coordinator responsible for implementing the County's emergency response plan, organizing response, and coordinating recovery efforts in emergency activities.

### **ESSENTIAL FUNCTIONS OF THE JOB**

- This position is responsible for coordinating the plans for the various components of the Emergency management system prior to the incident; and during an emergency, assist in coordination, support of the incident, and oversee the recovery and mitigation process.
- Directs and oversees the development, implementation, and management of a countywide comprehensive emergency management program and related programs.
- Work with the Sheriff and Rusk County Fire Departments to provide oversight, direction, and troubleshooting for the County Emergency Radio System and fire investigations.
- Provides oversight, direction, and troubleshooting for the County Law Enforcement Reporting System.

- Performs grant solicitation, administration and reporting for Homeland Security Grants.
- Facilitate training and proper credentialing of all personnel in ICS and stays on schedule with all updates to keep Rusk County in a state of readiness.
- Develops policies and procedures regarding professional, technical and administrative special projects and county emergency management.
- Develops and maintains county EMC/FM documentation and records.
- Maintains and audits documentation to ensure compliance with state and federal regulations, including National Incident Management System (NIMS) and works with departments to improve deficiencies.
- Investigates legal, professional, administrative and technical areas involving EMC/FM, this may include researching and collecting information to assist state and local decision makers in emergency operations decision making.
- Investigates and reports on significant events within county relating to accidents, environmental hazard events, weather related events, fire/suspected arson, and major criminal/law enforcement events.
- Work with city and state Fire Marshall's office when dealing with Fire Investigations and Fire Inspections as needed.
- Responsible for reviewing and updating the Rusk County Emergency Management Plan and Annexes.
- Coordinates and/or prepares plans for all operational emergency support functions for the County's Emergency Plan.
- Provides direction to a countywide emergency cooperative group to develop specific coordinated emergency management plans.
- Acts as inter-governmental liaison with local, regional, state and federal agencies and organizations.
- Coordinates with various groups and organizations to monitor trends and plans within and around the county.
- Attends meetings, conferences, workshops, and seminars related to EMC/FM and reports report outcomes, decisions, recommendations to administration and appropriate committees.

- Directs and organizes meetings and workshops, including but not limited to: planning, facilities, technology, materials and other administrative and logistical tasks.
- Plans, Conducts, and oversee training, drills, and exercises for county officials and employees in regards to EMC/FM.
- Coordinates EMC/FM activities with judicial and law enforcement agencies as well as with other state, county, municipal, and non-governmental authorities.
- Coordinates with other county departments concerning their functions and needs Coordinates implementation of the Unified / Incident Command System within the county.
- On 24-hour call to respond/manage disasters and emergency situations in Rusk County, including--hazardous material spills, industrial and other major fires, floods, hurricanes, severe weather, and other events.
- Supervises all Emergency Management volunteers and administers departmental functions.

## **ADDITIONAL RESPONSIBILITIES**

- Performs any other duties as assigned or required within the scope of the departments.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Skill in using MS Word, Excel and other general operating software and technology Knowledge of advanced specialized software and technology relevant to governmental operations
- Knowledge of Federal and state legislative, statutory and administrative laws, rules and regulations
- High organizational and technological skills
- High oral and written communication skills
- Advanced knowledge of technical, policy and procedure writing
- Excellent interpersonal skills

- Skilled in using logical, objective, detailed observation and analysis Ability to multi-task and use of effective time management
- Ability to be punctual with a good work ethic
- Ability to operate under stress, with heavy workloads and deadlines
- Ability to function calmly and professionally during emergency situations
- Skilled at being a cooperative, consensus builder
- Ability to exercise extreme discretion and confidentiality

## **WORK ENVIRONMENT**

- The primary work environment is indoors in an office setting with frequent interruptions, moderate noise levels, and multiple demands
- Occasionally work will be outdoor field assignments or incident command posts
- May be subject to emergency call back or extended work hours in response to emergency situations and afterhours meetings
- In times of emergency, the employee may be exposed, for prolonged periods of time to outdoor weather conditions that vary from extreme heat to extreme cold; and to debris, fumes, odors, airborne particles and dust
- Some travel including overnight stay may be required

## **PHYSICAL REQUIREMENTS**

Representative of physical demands required to successfully perform the essential functions of this position:

- Sufficient mobility to work in normal office setting and use standard office equipment including a compute, telephone, fax machine, copier, and scanner
- Be able to accommodate extended or emergency work schedules
- Can drive and can travel for extended time periods by vehicle, air or other necessary transportation modes

- Able to work outdoors and navigate by foot, vehicle, ATV or other necessary modes
- Appropriate dress and presentation for assigned tasks, may include being prepared for other immediate tasks by having other appropriate clothing available
- Ability to sit and stand for extended periods performing assigned tasks. Occasional climbing, balancing, walking, stooping, kneeling, crouching or crawling.
- Ability to lift 25 pounds

## **RECOMMENDED MINIMUM QUALIFICATIONS**

- Bachelor's degree or advanced training in Emergency Management, Public Administration, Public Safety or Criminal Justice
- Minimum of two years of experience in Emergency Management
- Minimum of two years of administrative and supervisory experience
- Specific background in law enforcement, public safety, and emergency management preferred

A Personal History Statement (PHS) is required in order to conduct a background investigation (BI) for any law enforcement licensee appointed to an agency, as defined under TCOLE Rule 211.1(a)(8).

Agency administrators may add additional information or agency identifiers without deletion or elimination of any information in this document. They may also decide at which stage in the pre-appointment process the PHS/BI will be completed as long as it is done before the applicant is appointed. The objective is to help the agency's chief administrator to make an informed decision based on factual and verifiable information.

Please contact Mandy Duke: Rusk County Judge Administrative Assistant at 903/657-0302 to receive the PHS/BI application.