

EMPLOYMENT OPPORTUNITY

JOB TITLE: Emergency Management Specialist
REPORTS TO: Emergency Management Coordinator
DEPARTMENT: Police/Emergency Management
SALARY RANGE: DOE; Range (\$40,810-\$73,558)
APPLICATION DEADLINE:

Exempt: X
Classified:

DUTIES AND RESPONSIBILITIES Essential Job Functions: Develops, researches, localizes, updates, and maintains emergency management plans, policies, procedures, and lesson plans to fulfill emergency management responsibilities. Schedules, assists in coordination, solicits, and provides emergency management related training citywide, to include: NIMS and ICS topics, hazmat awareness, ICS position specific topics, and others courses as assigned. Provides and facilitates community preparedness workshops, briefings, seminars and training on emergency management topics. Represents Emergency Management at emergency scenes, and other events. Attends training, conferences, and meetings; prepares paperwork using Microsoft Office products; prepares weekly and monthly progress reports; responsible for confidential and sensitive material; composes and prepares correspondence; type memos, letters, forms, reports, and other material. Assists with credentialing process and personnel development within the emergency management organization. Performs other job duties as required.

MINIMUM ESSENTIAL QUALIFICATIONS

Working Conditions: Works inside and outside in all types of weather. Must be available to work 8:00 a.m. to 5:00 p.m., Monday through Friday yet flexible to adjust hours when needed. Must be available for city emergencies and EOC activation.

Knowledge: Thorough knowledge of principles, techniques and objectives of public information and relations programs, as well as national incident management and incident command systems; knowledge of professional application of research and writing skills and media tactics, including interview techniques and preparation; knowledge of the operation and organization of municipal government preferred.

Skills/Abilities: Excellent oral and written communication skills; ability to develop creative ideas in relation to public information projects; ability to present information clearly and concisely to various audiences; works independently with minimal supervision on a continual basis; establishes and maintains effective working relationships with other City employees, media representatives, local business and industry, the public, interested and affected parties; ability to analyze situations quickly and objectively and to determine proper course of action to be taken; ability to obtain information through interview and interrogation; maintains a professional demeanor during stressful situations; responds to citizen and student requests in a courteous and effective manner; ability to demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks; ability to present ideas and recommendations effectively either orally or in written form; ability to maintain confidentiality; ability to use good judgment; ability to prioritize and multi-task; excellent problem solving and decision making skills; skilled in operation of PC, printers, software (to include full Microsoft Office suite), radios and office equipment appropriate to assigned duties.

Physical Requirements: Essential: With or without reasonable accommodations must have clarity of speech and hearing or other communication capabilities; must be able to hear within the normal range of conversation; sufficient vision or other powers of observation, comprehend, prepare and review a wide variety of written and electronic material, sufficient manual dexterity, sufficient personal mobility, flexibility, and physical reflexes which allow one to bend, stoop, kneel, squat, sit or stand for long periods of time if necessary. Lifts or drags objects weighing up to 50 lbs; writes by hand.

Education/Experience: Graduation from high school supplemented by college courses in communications, criminal justice, emergency management. Bachelor's degree in Public Relations, Criminal Justice, Emergency Management, Communication or related fields preferred. Minimum three (3) years working experience in public relations, criminal justice, emergency management, military or any equivalent combination of experience and training which provide the knowledge and abilities necessary to perform this job. Ability to obtain a Certified Emergency Manager (CEM) certification from the International Association of Emergency Managers (IAEM) or Texas Emergency Manager (TEM) certification within one year. No convictions of any Class A misdemeanor or above, including DWI offenses; no convictions for any Class B misdemeanor within the last ten years; no convictions of any family violence offense.

Other: A valid Class C driver's license with a good driving record; must have transportation. **Applicant selected for hire will be subject to a background investigation, polygraph, and drug/alcohol screen test.**

The City of Beaumont does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance contact a Human Resources representative at (409) 880-3777 or through RELAY Texas at 1-800-735-2989 or mail your request to P.O. Box 3827, Beaumont, Texas 77704. The City may consider all related education and/or experience in determining the applicant's minimum qualifications and starting salary.