

**City of Stafford**  
**Office of Emergency Management**  
2702 South Main Street  
Stafford, Texas 77477-5599  
281-261-3950



**Position:** Emergency Management Coordinator  
**Department / Division:** Office of Emergency Management  
**Class Structure:** Public Safety Support  
**Class:** Emergency Management Coordinator  
**Level:** Stand Alone  
**Starting salary:** \$71,840 - \$86,210  
**Benefits:** Health insurance / TMRs retirement  
**Submit application:** Attention Fire Chief care of [egarza@staffordtx.gov](mailto:egarza@staffordtx.gov)  
**Deadline:** September 27, 2017

**Key Job Responsibilities:**

- Coordinate with Mayor review, update and manage emergency preparedness for the city to include all city departments, outside agencies and general public
- Assist Stafford Municipal School District (SMSD) with emergency management coordination
- Update and maintain Master Emergency Management Plan (MEOP) for the City of Stafford and SMSD with regard to federal, state and local laws
- Ensure maintenance and functionality of Emergency Operations Center (EOC) and operations of same during times of activation
- Maintain database of personnel, equipment and supplies necessary during EOC operations
- Coordinate public information to keep all residents informed of activities during an emergency
- Coordinate emergency planning with citizen groups, volunteer entities and industry
- Conduct annual emergency management drills for city departments and participating entities
- Responsible for maintenance and utilization of city AM radio station, WebEOC and other technology for community notification and inter-agency interoperability
- Oversee and be responsible for city grant management program
- Coordinate local health authority roles and duties for city
- Other duties as directed

**Knowledge / Skills:**

- Knowledge of federal, state and local emergency management practices
- Knowledge of applicable federal, state and local laws and regulations
- Knowledge of city/county emergency services
- Excellent knowledge of National Incident Management System
- Excellent oral and written communication skills
- Provide frequent presentations to city council on relevant topics and matters
- Effective research, analytical and public speaking skills
- Excellent understanding of budgets, expenditures and reimbursements related to grants
- Excellent attention to detail

- Ability to work under stressful conditions
- Intimate familiarity with city and associated hazards

**Minimum Qualifications:**

- Valid Texas Class "C" driver's license
- Bachelor's Degree in Emergency Management or related field preferred
- 5-years emergency management or related experience in municipal or state government
- Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job
- Typing skill 45 WPM
- Proficiency in MS Office software programs
- Must demonstrate excellent oral and written communication skills
- Must pass city physical examination and drug/alcohol screening
- PREFERRED: TCOLE license, TDSHS medical certification

The City of Stafford provides an equal employment opportunity for all qualified persons without regard to race, color, religion, age, sex, disability or national origin.