

JOB DESCRIPTION

DISASTER RECOVERY COORDINATOR



Victoria County Job Description

Job Title: Disaster Recovery Coordinator

Department: Emergency Management

Reports to: Deputy Emergency Management Coordinator

FLSA Status: Non-Exempt

Prepared Date: 05/01/2023

Salary Range: \$54,500-\$64,500

SUMMARY

Under the direction of the Emergency Management Coordinator and Deputy Emergency Management Coordinator, assist in the development, implementation, coordination, and maintenance of emergency management short, intermediate, and long-term recovery efforts through preparedness, planning, mitigation, exercises, procedures, and programs. Work to establish and build upon networking relationships with local, state, and federal partners engaged in both small and large-scale disaster recovery efforts. Performs other related duties as necessary, appropriate, as assigned to include assistance with emergency planning groups, incident management teams, grant management, inventory and donations management, and Emergency Operations Center coordination. This position requires a flexible work schedule during a state of emergency.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the development and maintenance of the Victoria Basic Emergency Operations Plan
- Assists asset and/or inventory management of Homeland Security equipment
- Assists in annual budget preparation
- Prepares administrative reports as directed
- Assist in grant preparation and reporting requirements
- Researches and makes recommendations for future grant opportunities
- Serves as a liaison and works with other agencies assisting in the development of plans, training, and exercises as they relate to disaster recovery
- Establishes relationships and partnerships with disaster recovery-oriented organizations, groups, and community partners
- Coordinates with local, state, and federal partners through individual assistance programs following an emergency or disaster
- Attends various meetings with local, state, and federal agencies
- Works with city/county staff, private, non-profits, and community organizations to maintain a robust donations management system and inventory management system following a state of emergency or disaster
- Maintains situational awareness of CrossroadsCares361 information sharing for the general public and maintains the program in its entirety
- Responds to and assists in the operation of the Victoria Emergency Operations Center
- Assist in the coordination and development of essential personnel authorization lists, at various levels, for building access to County/City facilities during emergencies; maintains and updates lists as needed

- Works with houses of worship, private non-profit organizations, unmet needs committees, community organizations active in disaster, and other various non-profit organizations throughout the duration of an event, incident, or emergency to provide adequate recovery efforts to the jurisdiction
- Works with OEM staff and other emergency response and recovery partners through all five phases of emergency management
- Programmatic oversight of safe rooms, short-term and long-term sheltering facilities, and other shelter operations as they relate to disaster response and recovery
- Develops plans, programs, and initiatives related to preparedness and recovery operations
- Works directly with private, non-profit organizations, community organizations, and others to establish and maintain an unmet needs case management system
- Assist in the implementation of emergency operation plans for various emergency situations through short, intermediate, and long-term recovery
- Plans and conducts trainings and exercises focused on disaster recovery operations
- Assist in providing technical assistance as needed to the department
- Attend training programs, including required and continuing education courses
- Provides emergency management training to departments and other agencies
- Establishes and maintains effective working relationships with County/City employees, public officials, and representatives of outside agencies
- Assist in the development and maintenance of disaster-related recovery information
- Performs other duties and/or related special projects as assigned
- The physical demands and environmental factors listed below, as well as regular attendance, are also essential functions for this position

SUPERVISORY RESPONSIBILITIES

Exercises no supervision

QUALIFICATIONS

Knowledge of:

- Public administration and governmental agencies
- Legislative processes
- Principles of emergency management administration
- Policies, practices, procedures and terminology
- Federal, State, Local, and County applicable laws, rules and regulations, codes, and guidelines
- State and Federal regulatory or administrative requirements and practices
- Budgetary and fiscal process
- Online computer searching and internet
- Computer software to include Windows and Microsoft Office Suite, word processing, spreadsheets and databases
- Business letter writing, grammar and punctuation and report preparation

Skilled in:

- Researching and analyzing emergency management related issues
- Coordinating emergency response and recovery activities
- Research, analysis, compiling, preparing and presenting technical data/information and reports
- Explaining complicated technical problems in simple non-technical language
- Problem solving and decision-making
- Public speaking and content delivery
- Conflict resolution and community relations
- Both verbal and written communication

Ability to:

- Communicate effectively
- Function calmly, effectively, and decisively in emergency situations
- Reason and make sound judgments and decisions
- Manage time well, perform multiple tasks, and organize diverse activities
- Perform in a stressful environment, while maintaining a professional manner
- Work on a wide variety of tasks simultaneously and produce timely and tangible results
- Utilize online resources
- Prioritize needs, develop and implement plans of action
- Work as a team member within a diverse organization
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports
- Establish and maintain effective working relationships with county staff and officials, representatives of outside agencies, news media, private business people and the general public

EDUCATION and/or EXPERIENCE

- Education and experience equivalent to: A degree in Emergency Management, Public Administration, Industrial Safety, Business Management, Planning or a directly related field, **and/or four (4) years** of increasingly responsible experience in the emergency management, strategic planning, research, project management, policy research, and program development
- Completion of:
 - ICS-100: Introduction to the Incident Command System
 - ICS-200: ICS for Single Resources and Initial Action Incidents
 - IS-700: National Incident Management System, An Introduction
 - IS-800: National Response Framework, An Introduction

PREFERRED

- Completion of Professional Development Series from FEMA
- Completion of Advance Professional Development Series from FEMA
- Knowledge of Emergency Management Programs
- Knowledge in Disaster Recovery Programs
- Knowledge of Homeland Security Presidential Directives (HSPD) as they relate to the Emergency Management program
- Knowledge of Homeland Security Equipment Grant Programs
- NIMS Experience

- ICS Experience
- WebEOC Experience
- Knowledge of the State of Texas Emergency Assistance Registry (STEAR)

SPECIAL REQUIREMENTS

- Possession of a valid Texas Driver's License
- Must Pass a Law Enforcement position criminal background and drug test prior to employment
- Preferred Victoria County residency due to 24/7 response capabilities

PHYSICAL DEMANDS

- Mental acuity
- Physical requirements include lifting/carrying 20–50 pounds
- Visual acuity
- Speech, hearing, hand and eye coordination
- Manual dexterity necessary to operate a computer, monitor, keyboard, printer, fax machine, copier, and basic office equipment
- Subject to standing, walking, sitting, repetitive motion, lifting, carrying, crouching/crawling, vision to monitor, pushing, stooping/kneeling to perform the essential functions
- Must be able to deal with constant contact with the public under duress
- Read and compose complex documents in a rapid manner
- Must be able to handle extreme stress in crisis situations
- Deployment to the Emergency Operations Center, or site locations, for extended periods of time which may include overnight stays in alternate living conditions

WORK ENVIRONMENT

- May work in inclement weather, including extreme heat and cold
- Must be able to safely operate emergency vehicles in all road conditions and traffic
- Subject to possible contact with communicable diseases, radiation, hazardous waste, human fecal matter, foul odors, and flood waters

SELECTED CANDIDATE

- Employment offer contingent upon
 - Passing of Drug Screening Panel
 - Passing of Law Enforcement Criminal Background
- Annual Salary
 - Contingent upon experience
 - Potential pay step program based on an employee matrix of measureable goals to.
- Starting date:
 - TBD

If you are interested, please send application and resume to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required and can be found online under the job opportunities link or <https://www.vctx.org/page/employment>.

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901