

# JOB DESCRIPTION

# PUBLIC SAFETY COMMUNICATIONS COORDINATOR



# Victoria County Job Description

**Job Title:** Public Safety Communications Coordinator

**Department:** Emergency Management/Victoria County Sheriff's Office/Victoria County Judge's Office

**Reports to:** Deputy Emergency Management Coordinator

**FLSA Status:** Non-Exempt

**Prepared Date:** 9/19/2024

**Salary Range:** \$55,000.00-\$65,000.00

## SUMMARY

Under the direction of the Deputy Emergency Management Coordinator, coordinates with both internal and external stakeholders on behalf of the agency. Employee is responsible for the preparation and distribution of materials for informational purposes. Work is primarily focused on the technical facets of emergency information preparation. Responsible for the preparation of a variety of informational materials to increase public awareness of all hazards emergency preparedness. Responsible for disaster public information as necessary and at the direction of policymakers and command staff. Shows discretion over the techniques utilized and serves as a consultant to management in developing informational policies.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in the development and maintenance of the Victoria Basic Emergency Operations Plan.
- Provides emergency management and public safety communications training to departments and other agencies.
- Maintain a database of media organizations and contacts within them.
- Manage the organization's social media communications.
- Maintain regular, direct interaction with County elected officials and Commissioner's Court regarding public safety and county communications efforts.
- Create and produce internal and external newsletters for the organization.
- Develop and maintain working relationships with media outlets.
- Act as a spokesperson for the organization, as directed by policy makers and command staff.
- Assists in annual budget preparation.
- Prepares administrative reports as directed.
- Researches and makes recommendations for future grant opportunities related to communications.
- Serves as a liaison and works with other agencies assisting in the development of plans, training, and exercises related to the distribution of public safety communications to the public.
- Attends various meetings with local, state, and federal agencies.
- Responds to and assists in the operation of the Victoria Emergency Operations Center.
- Assist in monitoring and updating, in cooperation with County/City departments, the published Departmental Emergency Plans.

- Assist in the implementation of emergency operation plans for various emergency situations; continuously monitoring the preparedness response staff.
- Assist in providing technical assistance as needed to the department.
- Attend training programs, including required and continuing education courses.
- Write, edit and distribute various types of content, including material for a website, press releases, marketing material and other types of content related to the agency.
- Establishes and maintains effective working relationships with County/City employees, public officials, and representatives of outside agencies.
- Coordinate the development and maintenance of disaster related preparedness information.
- Manage and coordinate Freedom of Information (FOIA) requests, ensuring compliance with legal requirements, proper redaction of sensitive information, and collaboration with internal departments and legal counsel as needed. Maintain accurate records of all requests and communications.
- Oversees compliance of County Public Information Act Request Program & software platform;
- Receives correspondence from various government agencies, citizens, contractors, and assists with responding accordingly
- Performs 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:** Supervises EM Specialist Position.

## **QUALIFICATIONS**

### **KNOWLEDGE OF:**

- Public administration and governmental agencies.
- Legislative process.
- Principles of public safety, emergency management, and disaster response communications.
- 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, punctuation, and report preparation.

### **SKILLED IN:**

- Researching and analyzing emergency management related issues.
- Coordinating emergency response and recovery communications activities.
- Development of press releases, formal and informal media communications, and social media communications.

- 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, other county staff and officials, news media, private business people and the general public.

**EDUCATION and/or EXPERIENCE:**

- Education and experience equivalent to: A degree in Emergency Management, Communications, Marketing, Public Administration, Industrial Safety, Business Management, Planning or a directly related field, and/or five (5) years of increasingly responsible experience in the public safety and/or emergency management, strategic planning, research, project management, policy research, and program development.

**PREFERRED:**

- Completion of Professional Development Series from FEMA.
- Completion of Advance Professional Development Series from FEMA.
- NIMS/ICS Experience.

**SPECIAL REQUIREMENTS:**

- Possession of a valid Texas Driver's License.
- Must Pass Criminal Background Check and Drug Test prior to employment.
- Preferred Victoria County residency due to 24/7 response capabilities.

**PHYSICAL DEMANDS:**

- Physical requirements include lifting/carrying 20–50 pounds.
- Regular lightweight activity, with intermittent heavy weight activity.
- 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 and 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 contact with communicable diseases, radiation, hazardous waste, human fecal matter, foul odors, and flood waters.