



EMPLOYMENT NOTICE

The City of Manor is seeking a qualified applicant for the position of Emergency Management Coordinator.

Under general supervision, completes emergency management work, including coordination with other entities, the prevention, preparedness, response, recovery, and mitigation of intentional and unintentional crises, disasters, other humanitarian emergencies, or of all-hazards, natural, and man-made/technological (chemical, biological, radiological, nuclear, high explosives) events. Performs all duties using independent judgment and maintains high security and confidentiality.

Essential Functions:

NOTE: Regular attendance is considered an Essential Function for this position

Essential Functions may include, but are not limited to, the following:

- Assists with developing, implementing, and periodically reviewing emergency management plans.
- Supports emergency management goals through specific tasks including but not limited to maintaining records, compiling documentation, and generating reports or other data products.
- Maintains proficiency in job tasks through regular training attendance and exercise participation.
- Assist with citywide preparations and activities in the event of an emergency and assist in implementing continuity plans.
- Assists with evaluating and designing workflow, processes, and emergency plans.
- Supports requests for information or resources to the appropriate City department or outside agency.
- Is available for 24-hour on-call response during emergencies to perform emergency management functions and related duties.
- The employee must work overtime as needed and may have to answer subpoenaed appearances in court on the employee's day off or before and after a regularly scheduled work shift.
- Performs other job-related duties as required.

Education/Experience:

- Two years of minimal training in emergency management relevant job duties.
- Graduation from an accredited four-year college or university with major coursework in emergency management, emergency response, public safety, public health, criminal justice, or public administration

Other Requirements:

- Valid Texas Class C driver's license.
- Ability to pass a background investigation. It may be required to obtain a federal secret security clearance.

Knowledge, Skills, and Abilities

- Ability to perform under pressure and meet deadlines.
- Intermediate skill level in Microsoft Office - Word, PowerPoint, Excel, and Outlook
- Experience with emergency mass notification software preferred.
- Ability to communicate effectively with a broad range of diverse people, abilities, cultures, and ethnic backgrounds and to maintain good working relationships.
- Must have 24-hour response availability seven days per week for emergencies.
- Knowledge of the Incident Command System, including completion of IS-100 B, ICS-200 B, ICS-700 A, and ICS-800 within six months of hire.

Applicant Process:

All applicants must submit a City of Manor application for employment and a personal history background packet to the police department at 402 W Parsons St. Manor, TX 78653, or email joinmpd@manortx.gov.

The City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

THE CITY OF MANOR IS AN EQUAL-OPPORTUNITY EMPLOYER

Location: Manor, Texas

Job Status: Full Time

Salary: DOQ \$90,396.80- \$97,344.00

Schedule: Monday- Friday

Job Close Date: Open until filled.