



**Incorporated May 2008**

***City of Weston Lakes***

PO Box 1082 ★ Fulshear, Texas 77441

35011 FM 1093, Simonton, Texas 77476

(281) 533-0907

## **City of Weston Lakes Emergency Management**

The position of Emergency Management Administrative Assistant will be an hourly part time position to assist the Emergency Management Coordinator or other Emergency Management Assistant Coordinators in the following areas;

Keep schedules up to date in COWL Google Calendar, Mission Manager and Time bridge.

Maintain all training records for EM members using a filing system and Mission manager

Advise members of needed training.

Keep a current database of available classes.

Schedule and plan internal Weston Lakes EM classes and quarterly breakfasts.

Organize meetings as requested that may require the use of telephone, email Mission Manager or Time Bridge.

Generate reports as needed using Microsoft Word, Excel or any of the Google Apps.

Keep the Emergency Management Web page up to date.

Interface with EM Committee as well with any project members.

Maintain up to date Emergency Management Budget and Resource list.

Handle getting quotes and issuing purchase orders.

Keep track of Emergency Management Assets

Set up the EOC as needed.

Assist the EOC Officer in-charge in managing the EOC during activations

Assist in reviewing and updating Weston Lakes Emergency Plan.

This position may require long hours during an activation. Lifting over 40 pounds may be required. Working in hot or cold and stormy environments is possible