



Incorporated May 2008

City of Weston Lakes

PO Box 1082 ★ Fulshear, Texas 77441

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City of Weston Lakes

Public Notice

December 7, 2016

Notice is hereby given that The City of Weston Lakes is accepting applications for an Administrative Assistance for Emergency Management. The City Emergency Management Coordinator would prefer a person with the following experience:

- WebEOC experience -
 - a. Certificate required for formal user training or be obtained within 6 months of beginning work.
 - b. Prior experience using WebEOC in either a drill or actual activation.
- Mission Manager experience or prior experience using MM.
- Complete OEM required training within 6 months of beginning work.
- Completed and passed the following FEMA courses, or complete these courses with 6 months of beginning work;
 - a) ICS 100,200,300,400 700, 800 and 907
 - b) CERT
- Experience working in the EOC environment during a drill or actual activation:
 - a) In administrative capacity or
 - b) Supervisory capacity or
 - c) Manager capacity
- Experience in coordinating training OEM member training and record keeping.
- Experience using Office suites (MS, LibreOffice, OpenOffice, Google etc.) and working with blogging and website tools such as Wordpress and Google.
- Documented experience in productive interactions and interfacing with FBC OEM
- Experience using Excel as a finance and budget tool, or Quickbooks or similar.
- Experience maintaining income and expense accounts and ledgers and supporting use of funds documentation.
- Experience in preparing periodic statements of financial position versus approved budgets and supporting OEM management to forecast budget requirements.
- Experience working in an emergency planning and disaster response team environment.
- The position requires good verbal and written communications skill and experience using social media to gather and disseminate information.