

**Incorporated May 2008**

**City of Weston Lakes**

**Mayor Ramona Neal**

PO Box 1082  Weston Lakes, Texas 77441

8045 FM 359 Fulshear, Texas 77441

(281) 533-0907 City Hall

City of Weston Lakes Public Notice

Notice is hereby given that the City of Weston Lakes is accepting applications for an Administrative Assistant for Emergency Management. The City of Weston Lakes Emergency Management Director prefers the following experience:

WEB EOC experience:

Certificate required for formal user training or to be obtained within six months of beginning work.

Prior experience using WebEOC in either a drill or incident/active activation.

Complete required OEM training within six months of beginning work.

Complete and pass the following FEMA courses or within six months of beginning work:

ICS 100, 200, 300, 400, 700, 800, and 907 and CERT.

Required: Experience working in the EOC environment during a drill or actual activation in an administrative capacity, supervisory capacity or manager capacity.

Experience in coordinating training OEM member training and record keeping.

Experience in using Office 365, MS, Google and working with blogging and website tools such as WordPress and Google.

Documented experience in productive interactions and interfacing with Fort Bend County Office of Emergency Management.

Experience maintaining income and expense accounts,ledgers and supporting use of funds documentation.

Experience in using Excel as a finance and budget tool and QuickBooks.

Experience maintaining income and expense accounts, 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.

This position requires excellent verbal and written communication skills and experience using social media to gather and disseminate information.

2020 August