

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

### **Job Description (part time)**

**Purpose:** The Emergency Management Coordinator coordinates the preparation and implementation of the City's Emergency Management Plan and related procedures and works directly with City officials and local and state agencies to support the administrative functions for emergency response during a crisis.

### **Essential Duties and Responsibilities:**

#### **Communication**

- Develops and maintains emergency management partnerships with:
  - State of Texas Office of Emergency Management
  - Fort Bend County Office of Emergency Management
- Serve as Weston Lakes' liaison to all appropriate agencies
- Create additional strategic partnerships for emergency management, as appropriate
- Educate citizens as necessary with appropriate materials
- Hold annual emergency preparedness meetings with residents
- Distribute emergency preparedness literature to update citizens

#### **Planning**

- Develops, updates, monitors and revises the Weston Lakes Emergency Management Plan
- Monitor and update all Weston Lakes Crisis Management Plans
- Monitor and recommend to Council plans or equipment necessary for effective ER response
- Coordinate emergency management training, including exercises

#### **Implementation**

- Implement Weston Lakes Crisis Management plans when necessary
- Execute emergency management/disaster mitigation, preparedness, and response efforts involving multiple departments and agencies

- Setup and maintain Emergency Operation Center operations during an emergency event
- Coordinate Weston Lakes personnel and volunteers

**Experience/Skills Required:**

- Effective communication skills
- Ability to develop positive relationships with different stakeholders
- Adequate computer skills
- Able to work under minimal supervision and make decisions in stressful situations
- Strong office and project management skills
- Knowledge of emergency management, including processes, policies and laws

**Education/Training Required:**

- Basic Certifications from FEMA (IS) training

**Working Conditions:**

- Regular schedule: As needed
- Emergency schedule: expected to be available at all times or as needed to perform essential functions