

**Williamson County Job Description**  
**Department/Office: Emergency Management**



Job Title: Hazard Mitigation Program Coordinator      FLSA: NE      Pay Grade: B.30      Effective Date:

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**JOB SUMMARY**

Reporting directly to the Deputy Director of Emergency Management, responsible for managing a comprehensive hazard mitigation program, to include plan creation, revisions, grant management, and project management. Analyze components of the plan – risk assessment, capability assessment and mitigation strategy – to identify areas of community interest in mitigation actions, and work with jurisdictions within the County as well as state and federal partners to develop a strategy for advancing mitigation action. Following a declared disaster, coordinate the Public Assistance and Individual Assistance programs with members of the county and the state and manages the contracts with approved vendors for disaster recovery within the County.

**EXAMPLES OF WORK PERFORMED**

**Preparedness / Planning**

- Responsible for the development and maintenance of the County's Hazard Mitigation Plan, Wildfire Protection Plan, and Flood Protection Plan
- Responsible for application and management of Hazard Mitigation Grants
- Assists with the County's training and exercise program, including all AAR/IP processes.
- Responsible for the County's hazard mitigation public outreach and education program
- Participates in assigned local or regional planning groups/committees/taskforce

**Response / Operations**

- Responds to all-hazards situations to perform support activities in the EOC or on-scene
- Deploys assets and equipment necessary to support on-scene operations
- Maintains operational readiness of the EOC and response assets.
- Develops disaster maps and situational reports during and post-incident, as needed

**Recovery**

- Assists in County-wide damage assessments, data collection, and reporting
- Responsible for the disaster recovery process for the County
- Provide guidance in recovering reimbursement for the repair/replacement of critical infrastructure
- Prepare damage assessments and project worksheets with details of work required to restore damaged facilities to its pre-disaster condition
- Ensure eligibility determinations executed by the state are accurate
- Assist with the management of state-administered grants and related emergency management issues
- Generate project extension requests and amendments to ensure compliance with project worksheets and related state Public Assistance grant requirements
- Trains members of the County on disaster recovery
- Responsible for recovery-specific software maintenance and administration

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**Mitigation**

- Performs County wide threat assessments to document capabilities, identify gaps, and propose mitigation strategies
- Implement and manage hazard mitigation projects
- Provide planning and community engagement support in a variety of FEMA Risk Mapping Assessment and Planning (Risk MAP) community meetings
- Establish mitigation program vision and goals
- Track mitigation progress against established goals
- Conduct mitigation planning training (in person and via webinar) to local governments
- Conduct presentations and lead meetings involving external stakeholders
- Develop of scopes of work for Risk MAP projects, including project descriptions, budgets, and schedules

**ORGANIZATION RELATIONSHIPS**

- Reports directly to – Deputy Director of Emergency Management
- Direct Reports – No

**PHYSICAL DEMANDS**

- Must be physically able to operate a variety of office and response equipment
- Must be able to operate vehicles in all types of weather and emergency response conditions
- Must be able to exert up to 50 lbs. of force occasionally and up to 25 lbs. of force frequently
- Tasks may require lifting, reaching, walking on uneven and challenging terrain, bending, squatting, stooping, climbing, crawling, or standing for prolonged periods of time.

**ENVIRONMENTAL FACTORS**

- Work consists of a combination of indoor and outdoor tasks.
- Will be required to travel in poor weather conditions, walking in poorly lit or uneven terrain, exposure to hazardous weather, and operations in or near all-hazards incidents.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.*

**MINIMUM QUALIFICATIONS**

- Associate degree in a related field AND three (3) years of experience in emergency management and/or public safety with roles in planning and response; OR an equivalent combination of education and experience

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**LICENSES AND CERTIFICATIONS**

**Required**

- Incident Command System (ICS) 100, 200, 700, 800

**Required within thirty (30) days of employment**

- Valid driver's license

**Required within sixty (60) days of employment**

- Complete the CJIS less than full access training

**Required within one (1) year of employment**

- Incident Command System (ICS) 300 and 400 courses
- Complete Emergency Vehicle Operations Course (EVOC)
- Complete ATV or UTV Drivers Certification Course
- Command Vehicle Operations Credentialing
- Emergency Operations Center Credentialing
- CPR and AED Certification

**Required within two (2) years of employment**

- State ICS Instructor Certification
- Complete Basic Emergency Management Academy or equivalence
- Obtain a basic level state or national level emergency management certification (TEM-B or ACEM)

**PREFERRED QUALIFICATIONS**

- Texas Emergency Manager (TEM), Certified Emergency Manager (CEM), and/or Federal Emergency Management Agency (FEMA) Advanced Professional Series certification
- Operational licenses of one or more: EMT or paramedic, firefighter, hazardous materials technician, basic peace officer license, or other public safety licensure

**EMPLOYMENT TESTING**

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes
- Motor Vehicle Record check: Yes
- Drug screening: Yes
- Physical exam: No
- Psychological exam: No
- Additional: N/A

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**IRREGULAR HOURS**

- Work outside normal business hours (M-F 8 am to 5 pm) is common and required of the position
- Essential Personnel for Emergency Situations, or as assigned to planned and unplanned events
- Work may occur on nights, holidays, or weekends, in response to planned and unplanned events
- Position is required to perform on-call duties as assigned

**TOBACCO FREE WORKPLACE POLICY**

Williamson County is a tobacco free workplace. The use of tobacco and non-tobacco products such as vapor, e-cigarettes and the use of chewing tobacco or like products is prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.

**SUPPLEMENTAL INFORMATION**

Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.



Effective Date:

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