

Williamson County Job Description

Dept: Emergency Management

**Job Title: Emergency Management
(EM) Technician**

FLSA: Nonexempt

Pay Grade: 19

Effective Date: Oct. 2010

JOB SUMMARY:

- Provides professional administration and assistance to 911 Communications including office administration, accounting and reception, grant administration and compliance, credentialing, meeting coordination and miscellaneous information technology support.

ESSENTIAL DUTIES:

- Reports directly to the Manager of Emergency Management.
- Provides professional office reception to 911 Communications including answering telephones, greeting visitors, filing, typing and correspondence.
- Responsible for the accurate tracking of employees.
- Prepares purchase requisitions for the office for purchase order approval.
- Responsible for various accounting duties and responsibilities to including payroll, purchasing, accounts payable and personnel information.
- Responsible for SPARS to include state grant authorization, project tracking and reimbursement systems.
- Tracks assets to include Homeland Security Grant items pre – 2004 to current.
- Provides NIMS training compliance tracking.
- Provides TRRN state mandated grant asset tracking and EMPG tracking and compliance.
- Responsible for the implementation of new employee credentialing system to include employee information maintenance and photo ID creation.
- Arranges meetings (LEPC, EPG, IMT, CWPP) to include identifying locations, preparing agendas and corresponding meeting announcements.
- Responsible for meeting minutes to include recording, preparing and maintaining official minute documents.
- Provides information technology support to include website maintenance and development, WebEOC support for user credentialing / login support and emergency notification systems for notification list development and maintenance.
- May be subject to emergency management situations that may require working afterhours, weekends and holidays.
- Must readily comply with departmental and county-wide policies and procedures.
- Related miscellaneous projects as assigned.
- The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position.

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PHYSICAL DEMANDS:

Position involves sitting at a desk or other workstation, standing, and frequent communication to various County employees, outside agencies, and the general public.

ENVIRONMENTAL FACTORS:

Work is primarily indoors in an air-conditioned, smoke free office / courtroom. Continual work at a computer keyboard. High stress, pressure of deadlines and case management under limited time constraints. Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required to meet deadlines and accuracy requirements. This is an FLSA nonexempt position.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent with 2-4 years related experience. A working knowledge of Windows, Microsoft Word, Excel, PowerPoint, Access, Oracle, 10 key calculator by touch, fax and copy machines. Excellent interpersonal, oral and written communication skills. Ability to work effectively with co-workers, employees, and management in a pleasant, professional manner. Must have strong organizational skills and proven ability to maintain accurate, detailed records that will be audited periodically. Must be able to work under pressure in a high volume office, produce accurate work and meet established deadlines. Must be mature, dependable, resourceful, and able to work independently and to maintain strict confidentiality. Subject to criminal background check. Valid Texas drivers license with good driving record. Must be able to work flexible hours such as overtime, weekends and holidays as needed.

PREFERRED REQUIREMENTS: Bachelor degree in a related field with experience working in emergency management and grant administration / compliance. Experience with WebEOC, NIMSCAST, TRRN and Web support.

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SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

Signature of Employee

Date

Mgr of Emergency Management
Job Title of Supervisor

Signature of Supervisor

Date

Mgr of Emergency Management
Job Title of Department Head

Signature of Department Head

Date

Comments:

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.