



## OFFICE OF THE COUNTY JUDGE

### JOB TITLE: EMERGENCY MANAGEMENT COORDINATOR

**Department:** Emergency Management

**Reports To:** County Judge (Emergency Management Director)

**Job Time:** Full Time

**Required Application Attachments:** County [Employment Application](#), Cover Letter and Resume/CV to [jmackenzie@co.hudspeth.tx.us](mailto:jmackenzie@co.hudspeth.tx.us)

---

#### Position Description

Serves as the County's Emergency Management Coordinator, responsible for the overall administration and operation of the County's emergency management program across all phases: mitigation, preparedness, response, and recovery.

This role requires strong leadership, sound judgment, and the ability to coordinate across a large rural county with local, regional, state, and federal partners.

---

#### Essential Duties and Responsibilities

- Manage the Hudspeth County Emergency Management Program
  - Serve as primary advisor to the County Judge and Commissioners Court on emergency management matters
  - Coordinate with County departments, municipalities, and partner agencies to ensure a unified approach to emergency preparedness and response
  - Oversee and maintain readiness of the County Emergency Operations Center (EOC)
  - Monitor hazards and incidents and activate emergency operations as needed
  - Serve as EOC Manager during emergency or disaster operations
  - Lead disaster response and recovery efforts, including damage assessments and disaster declarations
  - Research, apply for, and manage grants, including compliance and reporting requirements
  - Develop and manage program budget, equipment, and resources
  - Represent the County on local, regional, and state emergency management committees
  - Support Local Emergency Planning Committee (LEPC) activities, including HazMat planning and reporting
  - Perform other duties as assigned by the County Judge
- 

#### Knowledge, Skills, and Abilities

- Strong knowledge of emergency management principles and practices
- Familiarity with Incident Command System (ICS) and National Incident Management System (NIMS)
- Proven record of collaborative success and ability to build partnerships across agencies
- Ability to work independently and lead in a rural, resource-limited environment

- Strong organizational, leadership, and decision-making skills
  - Ability to manage multiple priorities and respond effectively during emergencies
  - Clear and effective communication skills, both verbal and written
  - Proficiency in Microsoft Office and ability to learn emergency management systems
  - Knowledge of state and federal emergency management regulations and grant processes
- 

### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university in emergency management, public administration or five years job experience in a related field
  - Valid Texas Driver's License
  - Ability to work extended hours, including nights and weekends, during emergencies
- 

### **Preferred Qualifications, Certificates, Licenses, Registrations**

- Knowledge of standard methods and procedures of emergency and disaster operations
  - Knowledge of federal and state regulations governing emergency and disaster plans
  - Supervisory or program management experience preferred
  - Previously trained in NIMS IS-700, 800, 100 and 200
  - Must have or obtain NIMS IS-300 and 400 within 6 months of appointment
- 

### **Compensation**

Compensation will be based on experience and qualifications. This position may be filled as a single combined role or divided into two positions, with salary adjusted accordingly to reflect assigned responsibilities.

---

### **Working Conditions**

Office-based with field response required during emergencies. May involve exposure to hazardous conditions and extended operational periods, including overnight assignments.

---

### **Conditions of Employment**

- Must pass a criminal history/background check
  - Must obtain a physical, if required
  - Must sign a confidentiality agreement
- 

### **Pay Statement**

Compensation is commensurate upon the qualifications of the individual selected and budgetary guidelines of the hiring department, as well as, the county budget.