



OFFICE OF THE COUNTY JUDGE

JOB TITLE: EMERGENCY MANAGEMENT PLANNER

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

Position Description

Serves as the primary support role for emergency management planning and program operations across all phases: mitigation, preparedness, response, and recovery.

This position focuses on maintaining plans, supporting coordination efforts, and assisting with day-to-day operations in a large rural county environment.

Essential Duties and Responsibilities

- Manage Hudspeth County Emergency Management Planning
 - Develop, update, and maintain required emergency management plans
 - Support County departments and partner agencies in planning and preparedness efforts
 - Assist with maintaining readiness of the County Emergency Operations Center (EOC)
 - Monitor hazards and assist with implementation of emergency plans
 - Provide support during emergency and disaster response, including possible field response
 - Assist with grant research, applications, and reporting
 - Maintain records, reports, databases, and administrative systems
 - Support training, exercises, and public outreach efforts
 - Participate in local, regional, and state meetings and committees as needed
 - Support Local Emergency Planning Committee (LEPC) activities, including HazMat planning and reporting
 - Perform other duties as assigned by the County Judge
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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
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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
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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
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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 or remote 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
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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.