

Thank you for your interest in the position of

Emergency Management Coordinator: City of Levelland

Enclosed in this packet you will find:

Job Description
Employment Application
Applicant Notification / Release of Information Form
Affirmative Action Form

In order to be considered for this position, **complete and return** the Application packet to include our Application for Employment, Affirmative Action Form and Application Notification/Release of Information Form.

The Affirmative Action Form is voluntary and will not adversely affect any consideration you may receive for employment. Leave it blank if you do not wish to provide that information.

The City of Levelland is a drug-free workplace and any candidate for a City position is required to pass a drug test before an offer of employment can be made. A physical exam and background check are also conducted before an offer of employment can be made. A driving records check will be done after the offer of employment is made. If we find that you do not have a valid license, or you do not have a satisfactory driving record, your employment may be terminated.

This position will remain open until it is filled.

Applications are screened by the Director of Human Resources and then forwarded to the appropriate supervisor for their review and consideration. All questions/inquiries regarding the status of your application should be directed to the Director of Human Resources.

If you have any questions regarding this packet, please refer them to Melissa Fields-Allgeyer at 806.894.0113 or mfieldsallgeyer@levellandtexas.org

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**PLEASE REMOVE AND KEEP THIS MEMO AND THE
JOB DESCRIPTION FOR YOUR RECORDS**

**RETURN YOUR COMPLETED APPLICATION,
AFFIRMATIVE ACTION FORM AND RELEASE OF
INFORMATION FORM TO THE MAILBOX IN THE
LOBBY OF CITY HALL or MAIL TO US AS
FOLLOWS:**

**City of Levelland
Attn.: Human Resources
PO Box 1010
Levelland, TX 79336**

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Class Title: Emergency Management Coordinator

BRIEF DESCRIPTION:

The Emergency Management Coordinator is an exempt professional position which works under the direct supervision of the City Manager and is responsible for all emergency response planning, and response activities in the County. Responsibilities Include:

- Prepare, revise, update, maintain and acquire State approval of the countywide Emergency Management and Response Plan.
- Prepare emergency plans and procedures for natural (e.g., hail, wind, tornados, floods, fire, earthquakes, etc.), wartime, technological (e.g., bomb threats, active shooter, industrial accidents, hazardous materials spills, train derailments, building collapse, etc.), or other disasters or hostage situations.
- Plan and direct disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hail, wind, tornados, floods, fire, earthquakes, etc.), wartime, or technological (e.g., bomb threats, active shooter, industrial accidents, hazardous materials spills, train derailments, building collapse, etc.) disasters or hostage situations.
- Propose alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.
- Maintain and update all resource materials associated with emergency preparedness plans.
- Provide assistance to emergency response agencies throughout the county in obtaining and tracking resources and personnel during emergencies and disasters as necessary.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10- 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Code	Essential Functions
#	
1 L	Is responsible for coordinating all the components of the emergency management system in the jurisdiction. These components consist of fire and police, emergency medical service, public works, volunteers, and other groups contributing to the management of emergencies. Each emergency service agency is independent. They have their own mandates and responsibilities to fulfill. In emergencies all of these groups work together for the common goal.
2 L	Keep informed of federal, state, and local regulations affecting emergency plans and ensure that plans adhere to these regulations. Attend meetings, conferences, and workshops related to emergency management to learn new information and to develop working relationships with other emergency management specialists.
3 L	Apply for federal funding for emergency management related needs and administer and report on the progress of such grants. Provide communities with assistance in applying for federal funding for emergency management facilities, radiological instrumentation, and related items.
4 L	Develop and maintain liaisons with municipalities, county departments, and similar entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment. Review emergency plans of individual organizations, such as medical facilities, to ensure their adequacy. Develop instructional materials for the public and make presentations to citizens' groups to provide information on emergency plans and their implementation process.
5 M	Coordinate disaster response or crisis management activities, such as ordering evacuations, opening public shelters, and implementing special needs plans and programs. Prepare emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments. Collaborate with other officials to prepare and analyze damage assessments following disasters or emergencies.
6 M	Conduct surveys to determine the types of emergency-related needs to be addressed in disaster planning or provide technical support to others conducting such surveys. Inventory and distribute nuclear, biological, and chemical detection and contamination equipment, providing instruction in its maintenance and use. Inspect facilities and equipment, such as emergency management centers and communications equipment, to determine their operational and functional capabilities in emergency situations.
7 L	Develop and perform tests and evaluations of emergency management plans in accordance with state and federal regulations. Prepare plans that outline operating procedures to be used in response to disasters or emergencies, such as hurricanes, nuclear accidents, and terrorist attacks, and in recovery from these events. Study emergency plans used elsewhere to gather information for plan development

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Bachelor's degree in business or public administration, education, industrial safety, law enforcement, or related field.
Experience	Four years experience in the areas of emergency preparedness, industrial safety, public administration, education, adult training and exercise coordination, curriculum design and development, training and exercises in emergency management, law enforcement, fire service industrial safety, public administration or closely related area. Additional experience can be substituted for education on a year for year basis.
Certification and Other Requirements	Valid Texas Driver's License. Certified Emergency Manager (CEM) designee by the International Association of Emergency Managers (IAEM) or certificate of completion of the Federal Emergency Management Agency's (FEMA) Professional Development Series for Emergency Management. Certificate of Completion of ICS-300 and ICS-400.
Reading	Advanced - Ability to recognize meaning of common and technical multi-syllable words. Ordinarily, such education is obtained in college.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write complex sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ability to formulate and write advanced technical and persuasive arguments and presentations. Ordinarily, such education is obtained in college.
Managerial	Intermediate- Receives general directions. The employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy. Performance is reviewed periodically.
Budget Responsibility	Intermediate – Responsible for budget developing and monitor of various special projects. Knowledge of basic accounting principles required.
Supervisory / Organizational Control	No direct daily direction or supervision of others, but must work closely and coordinate with employees of other departments and with volunteers on projects. Must be capable of assuming complete command during emergency situations.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work can require complex analysis or judgment.
Interpersonal / Human Relations Skills	Work requires regular interaction involving exchange and receipt of information with employees, public officials, and the public.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	At job sites and emergency scenes
Sitting	F	At desk, when driving
Walking	F	Around station house
Lifting	O	To pickup various equipment needed for presentations/training
Carrying	O	To transport equipment needed in presentations/training
Pushing/Pulling	O	To move office equipment
Reaching	O	To retrieve and maneuver files, papers and reports in work area
Handling	O	To access files, papers, telephone and office equipment
Fine Dexterity	F	To complete paperwork and operate office equipment
Kneeling	R	To access tools, materials, etc., on low to floor locales
Crouching	R	
Crawling	R	
Bending	O	To get books and supplies on lower shelves
Twisting	O	Around workstation
Climbing	O	Stairs
Balancing	O	
Vision	F	Observing work tasks
Hearing	F	Listening to other employees, the general public, equipment
Talking	F	To communicate with staff, agencies and the general public
Foot Controls	O	When driving
Other (Specify)		

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	O/S=Occasionally / Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	O	Respiratory Hazard	O	Office Environment	F
Chemical Hazards	O	Extreme Temperatures	O	Warehouse	N
Electrical Hazards	O	Noise and Vibration	O	Shop	O
Fire Hazards	O	Wetness/Humidity	O	Vehicle	F
Explosives	O	Physical Hazards	O	Outdoors	F
Communicable Diseases	O			Other (see 2 below)	
Physical Danger or Abuse	O				
Other (see 1 below)					

(1) N/A

(2) N/A

NON-PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	

(3) N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this job description and its attachments and I can perform all the essential functions of this position provided I have the reasonable accommodations noted below.

Signature of Applicant

Date

No Reasonable accommodations are needed

Reasonable Accommodations are needed (please describe below):

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.

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Application For Employment
1709 Ave. H. PO Box 1010 Levelland, Texas 79336
Phone 806-894-0113 Fax 806-894-0119

Important: Read carefully and sign this application. Answer every question concisely but completely. Incomplete applications will not be considered.

Emergency Management Coordinator
POSITION DESIRED _____ DATE _____

NAME _____
(Last Name) (First Name) (Middle)

Mailing Address _____
Number Street or Avenue City State Zip

Telephone No: Home () Cell () E-Mail @ _____

Do you have any relatives employed by the City of Levelland? Yes No

Department: _____ Their Name(s): _____
Relationship _____

Have you been interviewed by the City previously? Yes No

When _____ What Position? _____ By Whom? _____

Check all types of work you will accept: Full Time Seasonal/Temporary Part Time

When will you be able to report for work? _____ Minimum salary requirement _____

Are you a U.S. Citizen? : Yes No

If not, provide alien registration number: _____

Have you ever been convicted of a felony: Yes No

Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as is related to the job applied for. Details (charges, penalties, where, when currently on parole, probated sentence) are requested.

Are you able to perform the essential functions of the job? Yes No

If no, which essential functions will you be able to perform? _____

What reasonable accommodations would help you to perform the essential functions?

High School or GED _____
School City/State Last Grade Completed

College/University: _____
Location Sem. Hours Major Minor Type of Degree

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised.

EMPLOYMENT RECORD - Start with your present or most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. **This section must be completed despite the possible enclosure of a resume.**

May we contact your present employer? Yes No

Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	

READ CAREFULLY BEFORE SIGNING

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to physical examination during drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons show under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

Date

Signature of Applicant

The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.

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Applicant Notification / Release of Information

In connection with my application for employment, I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, mode of living, residency, general reputation, performance, experience, and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that the City of Levelland and/or First Check may make inquiries but not limited to my consumer credit history, education, professional licensing, and criminal history and driving history. Furthermore, I understand that the City of Levelland and/or First Check may request information from various federal, state and other agencies that maintain records concerning my past driving history, credit history, criminal history, military history, civil and other experiences.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a Consumer Reporting Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and the scope of the investigation as well as the name of the reporting agency or sources of information.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by prospective employer and/or First Check to furnish any or all of the above mentioned information. In addition, I hereby release First Check and the City of Levelland from any and all liability for damages arising from the investigation and disclosure of the employees and other persons, who, in good faith provide to prospective employer and/or First Check the above mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I will allow a photocopy of this authorization to be as valid as the original.

Print Full Name: _____

Social Security: _____ *Date of Birth _____ / _____ / _____

Current Address: _____

City/State/Zip _____

Drivers License # _____ State _____

Prospective Employer City of Levelland _____

Applicant's Signature: _____

*Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes. **Only when requested.

Please list all misdemeanor and felony criminal matters, other than minor traffic safety violations for which no arrest was made, in which you were convicted, served probation, participated in deferred adjudication or other program to avoid a conviction, or made restitution or participated in pre-trial diversion or other program to avoid prosecution.

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AFFIRMATIVE ACTION FORM
Emergency Management Coordinator

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex: Male Female

Race/ethnicity:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Veteran: Non-veteran

Please identify where you learned about an employment opportunity with this organization.

- Newspaper ad Tech school/college placement Employee referral
 Temporary service Recruiter State employment service
 Other _____