

ORANGE COUNTY, TEXAS
JOB POSTING
Emergency Planner/VOAD Liaison

PLEASE NOTE: Recruiting is now taking place for the position indicated above. If you meet the requirements and are interested in applying for this position, please submit **the ONLINE Application at [co.orange.tx.us](http://www.co.orange.tx.us)**.
http://www.co.orange.tx.us/Employment_Opportunitites/Employee%20Application.pdf

- ☐ **POSITION:** Emergency Planner/VOAD Liaison
- ☐ **DEPARTMENT:** Emergency Management
- ☐ **SALARY:** E-1 - starting at \$24.75

SUMMARY: This position will perform planning and research work as well as project management duties in areas of training, community outreach exercise development, coordinated response and emergency operation planning. Performs complex duties related to grant management and administration to support disaster recovery programs, including oversight of contracts for assistance, coordination with local governments for implementation of recovery projects and serves as liaison between the County and Long-Term Recovery Groups. Other duties will be assigned as required.

ESSENTIAL DUTIES & RESPONSIBILITIES: Participates in local and regional planning meetings, carries out tasks related to disaster recovery, participates in working groups, committees, advisory groups, and others as assigned. Assists in coordination of the LEPC. Assists and coordinates homeland security and disaster response preparedness and exercise planning and analysis with local, county, regional, state and federal agencies, and with other public and private organizations. Assists with reviewing and updating Orange County Emergency Operations Plan and other related response and recovery documents. Will be on call to assist in the EOC or field deployment in emergency operations. Coordinates social media platforms and communications. Assist in developing and implementing the operational policies, programs and training events which meet identified needs before, during and after a disaster. Performs program implementation, technical assistance, contract management, and administration of grant activities to support disaster recovery work and other work deemed necessary. Ensures coordinated case management approach to supporting families. Oversees the development and submission of written proposals for recovery efforts. Establishes and maintains rapport with state, federal officials and other professionals to collect and share information and concerns of the County. Works to build relationships with other coalitions.

REQUIREMENTS: Bachelor's degree preferred but not required. Associates degree or experience from a combination of experience and recognized training in the Emergency Management field. GIS experience preferred. Computer literacy (Excel spreadsheets, WORD processing, database management, and power point). Must have good organizational skills, work and think independently and work well in a team structure. Needs ability to travel for training and other county required events and to be able to work varied shifts/schedules as needed. Experience in the administration, development, coordination and monitoring of grants with knowledge of federal, state and local grant regulations and Emergency Management NIMS training is a plus. Demonstrate flexibility in changing circumstances with effective public relations skills.

ANY APPLICANT TENTATIVELY SELECTED FOR THIS POSITION WILL BE REQUIRED TO SUBMIT TO TESTING TO SCREEN FOR ILLEGAL DRUG USE PRIOR TO EMPLOYMENT.

“We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, age, sex, national origin or disability.

ALL APPLICANTS AND QUESTIONS ARE TO BE DIRECTED TO THE HUMAN RESOURCES DEPARTMENT. DO NOT CONTACT THE DEPARTMENT.

POSITION POSTED: April 9, 2024

POSTING ENDS: until filled