

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**  
(409) 916-0107

## **Emergency Management Specialist**

Job Description

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**Reports to:** Director of Security of Security and School Safety

**Term:** 226

**Status:** Exempt

### **Primary Purpose:**

To support the Director of Security and School Safety and the Emergency Management Coordinator with the development and maintenance of the district Emergency Operations Plan (EOP). Performs a wide range of technical on-site and administrative work planning, training, and executing workshops and drills. Oversees and manages analysis of school safety training, workshops, drills, after actions reports, camera operations, access control authorizations, emergency communications network and, maintains accountability for safety and security related equipment. Work is performed under the supervision of the Director of Security and School Safety.

### **Qualifications:**

#### **Education/Certifications:**

Bachelor's degree preferred supplemented with emergency management, training, and/or previous fire, emergency medical services and or, law enforcement

Minimum Associates degree in emergency management, criminal justice, public administration, or other related field or an equivalent of two (2) years of directly related job experience is required.

#### **Special Knowledge/Skills**

Incident Command System Certification (100-400,) strongly preferred.

Comprehensive knowledge of the principles, practices and techniques of emergency management to include preparedness mitigation, response, and recovery.

Thorough knowledge of the advanced management skills related to planning and emergency management.

Possess the ability to interpret NIMS, state and local emergency management documents.

Skilled in the instruction of emergency preparedness, mitigation, response, and recovery to various governmental and community support groups.

Ability to analyze data, create charts and graphs and write reports

Highly proficient in computer operations to include hardware, and advanced software platforms

Ability to work well with people and handle stressful situations with tact and diplomacy.

Ability to evaluate the need for and recommend program changes as necessary

Ability to communicate ideas clearly, concisely and effectively, both orally and in writing.

Ability to perform physical tasks required for designated duties.

Ability to establish and maintain effective working relationships with fellow employees, city officials, volunteer support agencies, regional partners and the general public.

Must possess strong conceptual skills and have thorough knowledge of multi-agency coordination and team leadership.

Must be able to think critically, creatively and act independently.

Ability to analyze emergency situations and to recommend effective courses of action.

Ability to plan, organize, prioritize and supervise the work of subordinates when required.

Ability to follow oral and written instructions deal effectively with the public; speak and write effectively.  
Ability to read and interpret emergency management laws, ordinances, rules, and regulations  
Ability to maintain records; to draw sound conclusions and to enforce regulations firmly, tactfully, and impartially.  
Ability to maintain confidentiality and integrity of information

**Experience:**

Two (2) years of work experience in emergency management is required  
School district experience preferred

**Other:**

\*Standard Response Protocols/Standard Reunification Method

\*High-Quality Multi-Hazard Emergency Operation Plan

\*Training, Drills and Exercises

\*Severe Weather

\*School Safety and Security Standards

IS: (100.c, 200.c, 360, 362.a., 366.a, 368,

700.b, 906, 907)

\**Courses offered by the Texas School Safety Center*

All above training must be completed with one year of hiring subject to course availability

**Major Responsibilities and Duties:**

1. Maintains data systems and equipment for TCISD's Emergency Operations Center (EOC) Texas City Emergency Operations Center, Galveston County Emergency Operations Center and the Reunifications Center.
2. Assists with training, operations and maintenance of District Emergency Operations Center (EOC) Texas City Emergency Operations Center, and the Reunifications Center in response to natural and manmade disasters.
3. Plan, organize and conduct training workshops and drills to evaluate the readiness and effectiveness of the district's emergency operations plan.
4. Coordinates with the district technology department in support of automated emergency management systems critical for response and recovery information.
5. Assist campuses maintain compliance with district policies and requirements mandated by Texas Education Code, applicable federal and state disaster emergency management laws and regulations
6. Collect and analyze district wide safety and security data for reports (as directed).
7. Assist with management of the district's drill and exercise program.
8. Partners with the Director of Security and School Safety in developing district wide safety and security training program.
9. Trains with district emergency mission partners during the summer months.
10. Provides consultation, training and technical assistance to the district's School Board, partnering school districts, emergency managers, first responders, parents, volunteer agencies and all others involved in community-wide emergency management efforts.
11. Assist the district IT Department in developing, researching, securing and maintaining district-wide IT infrastructure. Makes suggestions and implements changes to better fit safety and security of the district based on research findings.

12. Assists School Liaison Division in the investigation of illegal or suspicious activities Uses social media monitoring platform to investigate details related to self-harm and/or school threats
13. Maintains records management system that tracks and analyzes self-harm, school threats and other suspicious and illegal activity
14. Perform other duties and responsibilities as assigned by the Director of Security and School Safety.
15. Regular and reliable attendance is an essential job function.

**Supervisory Responsibility:**

None

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 40 pounds of force occasionally, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Light work usually requires walking or standing to a significant degree. Report during the event of a disaster, manmade or natural on a 24/7 basis and be on call to mitigate any potential threats to the district.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_