



Karnes County Job Description

Emergency Management Coordinator

Department	Emergency Management Coordinator	FLSA Status	Non-Exempt
Reports To	County Judge	EEO Classification	
Salary	\$50,000 Annually (\$24.04/hour)	Date Approved	
Employee Signature		Supervisor Signature	

Position Summary

Administers the Office of Emergency Management. Maintains comprehensive and integrated emergency management planning that coordinates community resources for the purpose of protecting lives, property and the environment through mitigation, preparedness, response and recovery from all natural and man-made hazards that may impact the County.

Working Conditions

General office. May frequently be required to walk; sit; use hands; reach with hands and arms; and talk or hear. Must wear use proper protective equipment during field work. May be required to spend long hours on duty including overnight as needed during times of EOC activation. Occasionally required to stand for long periods of time. Specific vision abilities required by this job include close vision and distance vision. Use of personal computing equipment, telephone, multi-functioning printer and calculator. Employee may potentially be exposed to hazardous chemicals, wet or humid conditions, outdoor weather, noisy and dusty environment, in addition, employee may be exposed to traumatic situations dealing with injury of others and/or fatalities. Required to be on call 24 hours and will be required to respond after hours coordinating services peripherally off location or at field location. Must travel up to 100 miles away from primary work place as needed.

ESSENTIAL FUNCTIONS

Job Function

- Administers the Emergency Management Program while coordinating with local, state, and federal emergency management agencies and emergency response agencies. Includes planning, training, coordination, and/or administration in the following areas: mitigation, preparedness, response, and recovery.
- Prepares department budgets, grant applications and disbursements, fee schedules, inventories and submits monthly, annual and quarterly reports as directed by local, state, and/or federal stakeholders.
- Administer Volunteer Recruitment Program for Karnes County
- Performs other duties, special projects and assignments as assigned.



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This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned.

QUALIFICATIONS

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none">• Bachelor's degree in Emergency Management, Public Safety or Administration or related field	<ul style="list-style-type: none">• 3 - 5 years coordinating, planning, consulting or evaluating programs for the purpose of enhancing overall safety and health in an organization experience	<ul style="list-style-type: none">• Valid Texas Driver License• ICS 100, 200, 300, 400, 700 & 800	<ul style="list-style-type: none">• Criminal background check• Drug Test• MVR	<ul style="list-style-type: none">• Word• Excel• PowerPoint• Database Administration

Special (Additional) Information

Karnes County currently provides 100% medical plan cost coverage for full-time employees. Qualified employees receive \$50,000 of life insurance at no cost. County employees receive retirement benefits through the Texas County & District Retirement System. In addition, Karnes County will observe paid holidays. Eligible employees will receive PTO and vacation.

Application Instructions:

To apply for the Karnes County Emergency Management Coordinator position, please complete the Karnes County Employment Application located at

<https://www.co.karnes.tx.us/upload/page/1040/docs/County%20Blank%20Applications/2025%20Karnes%20County%20Employment%20Application.pdf>

Then email the Karnes County application, a cover letter and resume to elaine.simmons@co.karnes.tx.us.

Questions regarding the position may be directed to elaine.simmons@co.karnes.tx.us or (830)780-5162.

The position will be posted until it is filled.