

WEBB COUNTY
JOB DESCRIPTION

TITLE: Emergency Management and ADA Compliance Coordinator
DEPARTMENT: 010-0115
SLOT NUMBER: 2300
REVISION DATE:

JOB SUMMARY

Assists the County Engineer in Managing, Reviewing and Implementing State and Federal requirements, Coordinating with other departments, Preparing Reports, and Providing Solutions in matters relating with Hazards, Threats and Emergency Responses,.

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviewing and Implementing State and Federal requirements related to Hazards, Threats Emergency Responses and ADA requirements.
- Conduct Management meeting and Represents the County Engineer on all Coordination or development meetings.
- Plan and Develop the Budget and Funding sources.
- Recommend appropriate action to be taken and takes part in the remediation process.
- Maintain and up-date Emergency Management Plan
- Prepare a plan to meet ADA compliance requirements and monitor the execution phase to insure compliance with all ADA requirements.
- Coordinate Emergency Management Plan with other Counties, Cities and Governmental partners.
- Conduct quarterly inspections of all County buildings to insure ADA compliance.
- Performs any and all other duties assigned by the County Engineer
- Reviewing and Implementing State and Federal requirements related to Hazards, Threats Emergency Responses and ADA requirements.
- Conduct Management meeting and Represents the County Engineer on all Coordination or development meetings.
- Plan and Develop the Budget and Funding sources.
- Recommend appropriate action to be taken and takes part in the remediation process.
- Maintain and up-date Emergency Management Plan
- Prepare a plan to meet ADA compliance requirements and monitor the execution phase to insure compliance with all ADA requirements.
- Coordinate Emergency Management Plan with other Counties, Cities and Governmental partners.
- Conduct quarterly inspections of all County buildings to insure ADA compliance.
- Performs any and all other duties assigned by the County Engineer

QUALIFICATION STANDARDS:

- College graduate with at least four (4) years of college courses

- Two (2) years of Experience in Emergency Management and ADA compliance.

SKILLS AND ABILITIES:

- Ability to communicate in English and Spanish.
- Good Management skills.
- Must be proficient in the use of computer and Microsoft Software.
- Must have experience in the use of office equipment.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift _____ lbs.
- Must be able to work outdoors as needed

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY:

- Supervised directly by Webb County Engineer

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee Signature

Supervisor Signature

Printed Name

Printed Name

Printed Title

Printed Title

Date

Date