

## **Job Description for Emergency Management Coordinator**

Fayette County is accepting applications for the position of an Emergency Management Coordinator/Physical Security Officer: Duties include, but are not limited to: work with local, regional, state and federal partners to prepare for, respond to, coordinate with and supervise emergency management and homeland security initiatives and operations throughout disaster mitigation, response, and recovery; provides preparedness training; prepares and manages emergency plans and procedures for natural and man-made emergencies and disasters; educates County employees and the public; prepares and trains volunteers; performs administrative work; manages disaster recovery grant funds; grants for improvements to homeland security and public safety capabilities; supports planned events; works with public and partner organizations to insure the protection and safety of the County.

Qualified applicants can pick up an application at the Fayette County Auditor's Office, 119 W. Colorado St., La Grange, Texas. Include prior experience and duties. Completed Applications, along with any resume, must be received by Fayette County Auditor's Office no later than October 15, 2019 at 2:00 p.m.