



City of Waxahachie  
**Emergency Management Assistant**

SALARY	\$19.59 - \$29.38 Hourly \$1,566.89 - \$2,350.33 Biweekly \$3,394.93 - \$5,092.39 Monthly \$40,739.11 - \$61,108.67 Annually	LOCATION	Waxahachie, TX
JOB TYPE	Full-Time/Non-Exempt	JOB NUMBER	00310
DEPARTMENT	Emergency Management	OPENING DATE	05/10/2023

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## Description

**Hiring Range: \$40,739.11 - \$50,923.89 (DOQ)**

Under general supervision, perform office functions related to Emergency Management operations. Assist with planning, developing, and formatting comprehensive plans for disaster events. Assist with acquiring, managing, and closing out grants. Maintain and develop emergency notification rosters for all departments in the City, as well as citizens. Engage in meetings, and committees within the City. Assist with Emergency Management trainings and table tops held within the City.

## Duties and Responsibilities

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

- Provide support including but not limited to; producing final drafts of minutes, manuals, rosters, grant requests and miscellaneous documents.
- Ensure most up to date policies and SOPs are on appropriate share drives, websites, links and apps for easy and consistent access.
- Answer phone calls, direct calls, maintain calendars, schedule meetings, reserve rooms/conference bridges, coordinate meeting travel and logistics, attend and record meetings to division leadership.
- Provide financial documentation and record keeping assistance for invoicing, requisitions, expense reports within 24 hours of receipt.
- Conduct in-depth research as assigned, gather background information, prepare executive summaries and reports.
- Support and participate in staff development, including completion of minimum training requirements as specified in state and federal standards
- Create and maintain a training record for all city staff for compliance with all NIMS and Emergency Management trainings
- Ensure all inquiries to the Emergency Management office are acknowledged within the same business day. Only routing up chain of command as required.
- Ensure correspondence and program documentation (e.g., meeting minutes) are grammatically correct and formatted
- Assist with division "story-telling" by collecting pictures, statistics, and figures throughout the year
- Create and track STAR request for resources through Disaster District Chair
- Create and maintain relationships with all departments within the City
- Meet all pre-determined deadlines as required by executive staff.
- Prepare correspondence, memos, presentations, contracts, charts etc. and proofread copy for spelling/grammar and layout to ensure clarity and accuracy of documents.
- Support in clerical, data entry and other miscellaneous duties assigned.
- Maintain inventory of and order office supplies as needed.

- Perform reception duties for the Emergency Management Department
- Support other special projects and perform other job duties as assigned.
- Maintain professional and ethical standards of conduct.
- Assist in training and events in ways such as printing nametags, compiling training materials, and booking rooms as needed.
- Write and send announcements and materials to City staff.
- Other duties as assigned.

## Requirements

### Education, Training, and Experience:

*Any combination of relevant education, experience, and/or certification and licenses may qualify.*

- High School Diploma or GED required.

### Licenses and Certifications:

- A valid State driver license is required at the time of appointment and must be maintained throughout employment.

## Supplemental Information

### EMPLOYMENT STANDARDS:

#### Knowledge of:

- Public Safety Department structure, ranking and chain of command.
- City departments, local agencies, state and federal agencies, and their roles and responsibilities with regard to local emergencies/disasters.
- Methods and techniques of emergency response as they relate to fires, severe weather, flooding, utility/power outages, evacuations, hazardous materials/chemical spills, domestic terrorism, and other emergencies/disasters.
- Principles and practices of municipal budget preparation and administration.
- Office procedures and methodology, including filing, records management, and use of office equipment and software, specifically Office 365 applications.

#### Ability to:

- Interpret and apply decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Analyze emergency situations and adopt quick, reasonable and effective courses of action, remaining calm and clear-minded during high stress emergency situations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Analyze budget needs and assist with budget submittal requests. Track purchases and monitor budget item amounts and availability.
- Establish effective working relationships and communicate effectively and confidently with government representatives, elected officials, and department directors.
- Communicate clearly and concisely, both orally and in writing.

### PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to handle, feel or operate objects, tools, or controls; reach with hands and arms, and perform repetitive movements of hands or wrists.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; use math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

**Work Environment:**

The employee works primarily in an office environment where the noise level is of medium volume. Certain positions within the classification may require availability to work flexible schedule.

**OTHER CONDITIONS OF EMPLOYMENT:**

Must be available for 24/7 disaster response and information and resource coordination as necessary.

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**Agency**

City of Waxahachie

**Department**

Emergency Management

**Address**

401 S. Rogers St.

Waxahachie, Texas, 75165

**Phone**

4693094000

**Emergency Management Assistant Supplemental Questionnaire****\*QUESTION 1**

Select the highest level of education that you have completed.

- Did not obtain High School Diploma or GED
- High School/GED
- Associate's Degree
- Bachelor's Degree
- Master's Degree

**\*QUESTION 2**

Do you have a valid drivers license?

- Yes
- No

**\*QUESTION 3**

Are you able to attend occasional early morning, evening or weekend meetings and to be on-call 24 hours a day for emergency situations?

- Yes
- No

#### QUESTION 4

Select all areas you have considerable experience with:

- Microsoft products (Excel, Teams, Word, Visio, PowerPoint, SharePoint, Publisher, OneNote etc.).
- PDF document editing, creating, combining, converting, etc.
- Scheduling meetings, including booking conference rooms.
- Recording meeting minutes.
- Skilled knowledge of spelling, grammar and punctuation.
- Coordinating travel arrangements, logistics and schedules.
- Multi-line phone systems, including 2-way radio systems.
- Information gathering/research.
- Creating and maintaining relationships with organizations and agencies.
- Stressful or urgent emergency situations.
- Purchasing and paying invoices.
- Tracking and maintaining lists and data.
- Other job related experience not listed above.

#### QUESTION 5

Please describe any other related experience you have with this position that was not listed above:

\* Required Question