



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 665.4

Job Title: **EMERGENCY MANAGEMENT SPECIALIST III**

Pay Grade: 26

### **GENERAL SUMMARY:**

Lead emergency management work including coordination with other entities, the prevention, preparedness, response, recovery and/or mitigation of intentional and unintentional crisis, disasters, other humanitarian emergencies, or of all-hazards, natural and man-made/technological (chemical, biological, radiological, nuclear, high explosives) events.

### **RESPONSIBILITIES:**

- Independently develop, implement, and periodically review of emergency management plans.
- Implement emergency management goals through specific tasks including but not limited to maintaining records, compiling documentation, and generating reports or other data products.
- Analyze and review best practices, procedures to develop recommendations for improvement of prevention, preparedness, response, recovery and/or mitigation activities.
- Maintains proficiency in job tasks through regular training attendance and participation in exercises.
- Coordinate with limited supervision citywide preparations and activities in the event of an emergency and assists in the implementation of continuity plans.
- Represents supervisor at meetings and functions generally to gather information.
- Participates in evaluation and design of workflow, processes, various emergency plans, etc.
- Is available for 24-hour on-call response during emergencies to perform emergency management functions and related duties.
- Performs other job-related duties as required

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

A Bachelor's degree related to emergency management, emergency response, public safety, public health, criminal justice, or public administration.

#### **EXPERIENCE:**

Five years of experience in emergency management, emergency response, public safety, public health, criminal justice, or public administration.

## **SPECIFICATIONS (cont'd):**

### **PREFERENCE:**

Certified Emergency Manager (CEM) issued by a State or International Association of Emergency Managers (IAEM).

### **SUBSTITUTION:**

A Master's degree related to emergency management, emergency response, public safety, public health, criminal justice, or public administration may substitute for one year of experience.

### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies, and precedents, and in adapting standard methods to fit facts and conditions.

### **IMPACT OF ACTIONS:**

Errors could lead to moderate expenses and inconveniences. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Although not a supervisory classification, occasionally a few positions may require supervisory responsibilities. Incumbent may act as lead by providing advice and guidance to less experienced specialists. May give input into the performance evaluation of less experienced specialist.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues, e.g., project coordination and higher-level problem resolution.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors, and professional contacts with allied organizations. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues, e.g., project coordination and higher-level problem resolution.

### **PHYSICAL EFFORT:**

This position may involve physical exertion, such as lifting and moving objects. Sitting or standing for extended periods of time may be required.

### **WORK ENVIRONMENT:**

The work environment for this position may be varied, and can include working outdoors in extreme weather conditions, in structures that lack climate control, or in an office environment. The office may have occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

**PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

**MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description. Emergency incidents or planned events may result in an adjusted organizational structure where employees with a higher pay grade will report to employees with a lower pay grade. Staff in this position are Tier I employees unless otherwise noted. Performs related work as required.

**JOB FAMILY:**

Emergency Management Specialist I  
Emergency Management Specialist II  
Emergency Management Specialist III  
Emergency Management Program Manager

*Effective: April 2021*