



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 665.2

Job Title: **EMERGENCY MANAGEMENT SPECIALIST I**

Pay Grade: 22

GENERAL SUMMARY:

Assists in 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:

- Assists with the development, implementation, and periodic review of emergency management plans.
- Supports emergency management goals through specific tasks including but not limited to maintaining records, compiling documentation, and generating reports or other data products.
- Maintains proficiency in job tasks through regular training attendance and participation in exercises.
- Assist with citywide preparations and activities in the event of an emergency and assists in the implementation of continuity plans.
- Assists with evaluation and design of workflow, processes, and various emergency plans, etc.
- Supports requests for information or resources to the appropriate City department or outside agency.
- 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:

Bachelor's degree in emergency management, emergency response, public safety, public health, criminal justice, or public administration or a related field.

EXPERIENCE:

One year of experience in emergency management, emergency response, public safety, public health, criminal justice, or public administration.

SUBSTITUTION:

Experience in emergency management, emergency response, public safety, public health, criminal justice, or public administration may be substituted for the education requirement on a year-to year basis.

SPECIFICATIONS (cont'd):

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies, and procedures.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. The incumbent generally receives direct guidance, working from written plans and procedures. Work objectives will be set by a supervisor.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is with the employee's colleagues and supervisor. Job tasks may require a team approach rather than the normal employee-manager reporting structure. Interaction involves completing tasks and objectives as assigned.

External Contacts:

Level of external contact is primarily with residents, visitors, and/or lower- to mid-level representatives of government agencies. Interaction involves addressing concerns or issues or communicating the needs and concerns of external contacts to supervisors.

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: October 2021