

# Texas Job Order Print Document

Job Order: **14161461**

Print Date: **8/21/2020 11:24:46 AM**

Office: **252 WF Sol MRG Carrizo Springs**

LWDB: **Middle Rio Grande WF Board**

## Employer Information:

Employer Name: **MIDDLE RIO GRANDE DEVELOPMENT (Suppressed)**

How to Apply: **By Mail, In Person, At the Nearest One-Stop**

Company Website: **NA**

Application Comments: **Please visit your local Workforce Solutions office to register in Work in . All interested persons should submit an application, resume, and copies of transcripts to the Middle Rio Grande Development Council, Human Resource Director, at Application deadline for this position will be kept open until filled.**

**Middle Rio Grande Development Council is an equal opportunity employer and auxiliary aides and services may be made available upon request to individuals with disabilities. Our Voice or TDD telephones (830) 876-1260 or main number is (830) 876-3533.**

## Location:

Main Address:

**MIDDLE RIO GRANDE DEVELOPMENT  
307 West Nopal ST.**

Mailing Address:

**PO BOX 1199**

**CARRIZO SPRINGS, TX 78834-7199**

**CARRIZO SPGS, TX 78834-7199**

## Contact:

Contact: **BONNIE S. BROWN**

Title: **Human Resource Director**

Phone: **(830) 876-3533**  
x1228 Fax:

Email: **bonnie.brown@mrgdc.org**

## Job Details:

Occupational Code: **11916100 Emergency Management Directors**

Job Title: **Homeland Security Coordinator**

Industry Code: **925120 - Administration of Urban Planning and Communit**

Number of Positions: **1**

Referrals: **50**

Earliest Date to Display: **8/11/2020**

Last Date Job Order Will Display: **9/10/2020**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150 Days**

Special Job Category:

## Job Duties and Skills:

Description:

**JOB TITLE: HOMELAND SECURITY COORDINATOR**

**DIVISION: PLANNING & OPERATIONS**

**IMMEDIATE SUPERVISOR: DIRECTOR OF PLANNING & OPERATIONS**

**GENERAL DESCRIPTION:** This position is responsible for the day-to-day oversight of staff, program and administrative duties, budgeting, coordination with the fiscal department for program and fiscal reporting and monitoring. Regarding general description duties for the homeland security coordinator, the coordinator is responsible for developing and coordinating input from local responders, local elected officials, the regional committee, and the board of directors for approval and submission of the THIRA, or regional Threat Assessment, the SPR, or State Preparedness Report, the Regional Implementation Plan and Hazard Mitigation Plans. The coordinator is also responsible for project development, and submission of those projects through the regional committee, develop scoring and workgroup workshops for projects if projects are solicited from within the regional local eligible agencies. Work with the Homeland Security Grant Program, (HSGP) within the Office of the Governor, maintain all monthly performance reporting, and all quarterly reporting, and coordinate with fiscal department the expenditures for monthly and quarterly financial reports. Provide reports to the regional committee, set Agendas, action items and information items and calendar those meetings with the Committee Chairmen of HLS. Must have working knowledge of regional trunked radio system, RTRS infrastructure maintained and operated by the Agency.

#### **DUTIES AND RESPONSIBILITIES**

Prepare annual program performance projects, objectives, goals, and strategies for submission to the OOG. Prepare THIRA, SPR, and Implementation reports for approval and submission to OOG. Provide workshops, and coordinate with the Texas Department of Emergency Management on delivery of workshops and exercises for regional and local responders. Manage with local emergency management coordinators the maintenance and annual upgrade of local emergency management plans. Maintain and manage inventory of Radios and equipment at PSAPs, and Agency Inventory of equipment purchased and maintained by staff under the HLS, (Homeland Security program.)

#### **EDUCATION/EXPERIENCE REQUIRED**

B.A. in Business Administration or related field; plus one (1) year experience with governmental programs; two (2) years experience in an administrative capacity, or response capacity with local, state or federal programs may be submitted for education.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of and ability to use database and spreadsheet software; good communication skills and ability to convey ideas to groups and individuals; ability to work well under pressure and good rapport with the public; ability to make decisions and illustrate good judgment. Be cognizant of response needs and be able to work in dangerous environments, and be able to manage emotionally and physically the demands of harsh environments, destruction, and disaster conditions.

#### **SPECIAL REQUIREMENT**

In-region and out-of-region travel with overnight lodging required. Ability to respond in support of local responders to disaster scenes, such as wildland fire, flash flood events, power outages, etc.

**Position open until filled.**

#### **EO Employer!**

Special Software/Hardware Skills Needed: **No**

Special Skills: **Knowledge of and ability to use database and spreadsheet software.**

#### **Job Requirements:**

Minimum Age: **18**

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements: **Background Checks, Motor Vehicle Record Check**

Hiring Requirements Other:

Education Level: **Bachelor's Degree**

Months of Experience: **24**

Requires a Drivers License: **Yes, Operator License**

Near Public Transportation: **No**

Drivers License Certification: **Private Vehicle class**

Drivers License Endorsements:

**Compensation and Hours:**

Minimum Salary: **42000.00 Year**

Maximum Salary: **42000.00 Year**

Pay Comments: **Not Applicable**

Supplemental Compensation: **No**

Hours per Week: **Hours are Specific**

Actual Hours: **40**

Shift: **Day**

Benefits: **Medical, Dental, Life Insurance, Vision, Vacation, Sick Leave, 401K, Retirement/Pension**

Other Benefits: **Employer will discuss benefits and eligibility guidelines.**

**Job Order Information to be Displayed Online:**

Job Order Information Online: **Company Name is displayed, One-stop staff screens applicants, Staff contacts individual about qualifications**

**Job Application Information Needed:**

**Req Section**

- Contact Information
- Employment History  Allow individuals that have never had a job to apply (eg. College graduates)
- Education History
- Certifications
- Desired Job Type

**Other Information:**

Green Job: **Not Specified**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **Yes**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

**Staff Information:**

Category: **NA**

Job Developer Mandatory Listing: **NA**

Status: **Open and available**

Employer Status: **Open and available**

Reason: **NA**

Future Release From Hold:

Job Order Followup: **8/26/2020**