**EMERGENCY MANAGEMENT / 911 COORDINATOR**
Full-Time with Benefits Live Oak County is accepting applications for the full-time position of Emergency Management / 911 Coordinator. Applications are available at the Live Oak County Auditor’s Office, Room 302, Live Oak County Courthouse, 301 Houston St., George West, Texas, or online at: <www.co.live-oak.tx.us/page/liveoak.Jobs.Openings> Completed applications must be submitted to the Live Oak County Auditor’s Office. The position will remain open until filled. *(Live Oak County is an Equal Opportunity Employer.)***Job Description – Emergency Management / 911 Coordinator**

**Position Summary**

The Emergency Management / 911 Coordinator is responsible for developing, implementing, and managing the County’s emergency management program and 911 addressing system. This position ensures countywide preparedness, response, recovery, and mitigation activities in compliance with the **Texas Disaster Act of 1975 (Texas Government Code, Chapter 418)** and serves as the primary contact for the **Texas Division of Emergency Management (TDEM)**. The position also oversees the County’s 911 addressing program in compliance with the **Texas Health and Safety Code, Chapter 772** and related state requirements, ensuring accurate addressing and database maintenance for emergency response.**Essential Duties and Responsibilities**

**Emergency Management Duties**

* Serve as the County’s Emergency Management Coordinator, appointed by and reporting to the County Judge.
* Develop, update, and maintain the County Emergency Operations Plan (EOP) in compliance with state and federal requirements.
* Assist the County Judge in activating and managing the Emergency Operations Center (EOC) during incidents or disasters.
* Coordinate disaster response and recovery operations with local jurisdictions, state agencies, federal partners, and volunteer organizations.
* Conduct hazard assessments, mitigation planning, and preparedness training for county staff, first responders, and the public.
* Plan, organize, and execute emergency exercises and drills in coordination with TDEM and local responders.
* Prepare and submit required reports, records, and grant applications to TDEM, FEMA, and other state/federal agencies.
* Assist the County Judge with disaster declarations and related documentation.

**911 Coordination Duties**

* Manage the County 911 addressing system to ensure accurate location data for emergency response.
* Assign new addresses in accordance with county policy and maintain a master address database.
* Work with the 911 call center, regional planning commission (if applicable), and telecommunications providers to maintain current and accurate data.
* Update and verify GIS mapping for dispatch and first responder use.
* Provide addressing information and resolve conflicts to support law enforcement, fire, EMS, and other public safety agencies.
* Ensure compliance with Commission on State Emergency Communications (CSEC) rules and state regulations.

**Knowledge, Skills, and Abilities**

* Knowledge of emergency management principles: mitigation, preparedness, response, and recovery.
* Familiarity with **Texas emergency management laws and regulations**.
* Knowledge of 911 addressing, mapping, and database systems.
* Ability to communicate effectively with the public, elected officials, state/federal agencies, and first responders.
* Ability to perform calmly and effectively under emergency conditions.
* Skills in Microsoft Office, emergency management software, and GIS applications (preferred).

**Minimum Qualifications**

* High school diploma or GED required; Bachelor’s degree in Emergency Management, Public Safety, Public Administration, or related field preferred.
* At least two (2) years of experience in emergency management, 911 coordination, or related public safety field preferred.
* Completion of FEMA Independent Study courses (IS-100, IS-200, IS-700, IS-800) required within 12 months of hire.
* Must possess or be able to obtain required state emergency management certifications.
* Valid Texas driver’s license and reliable transportation required.

**Working Conditions**

* Work is performed in both office and field settings, including during disaster response operations.
* Subject to 24-hour on-call duty during emergencies.
* May require extended hours, nights, weekends, and holidays as necessary.

**Reports To**

* **County Judge**, with administrative oversight by the Commissioners Court.