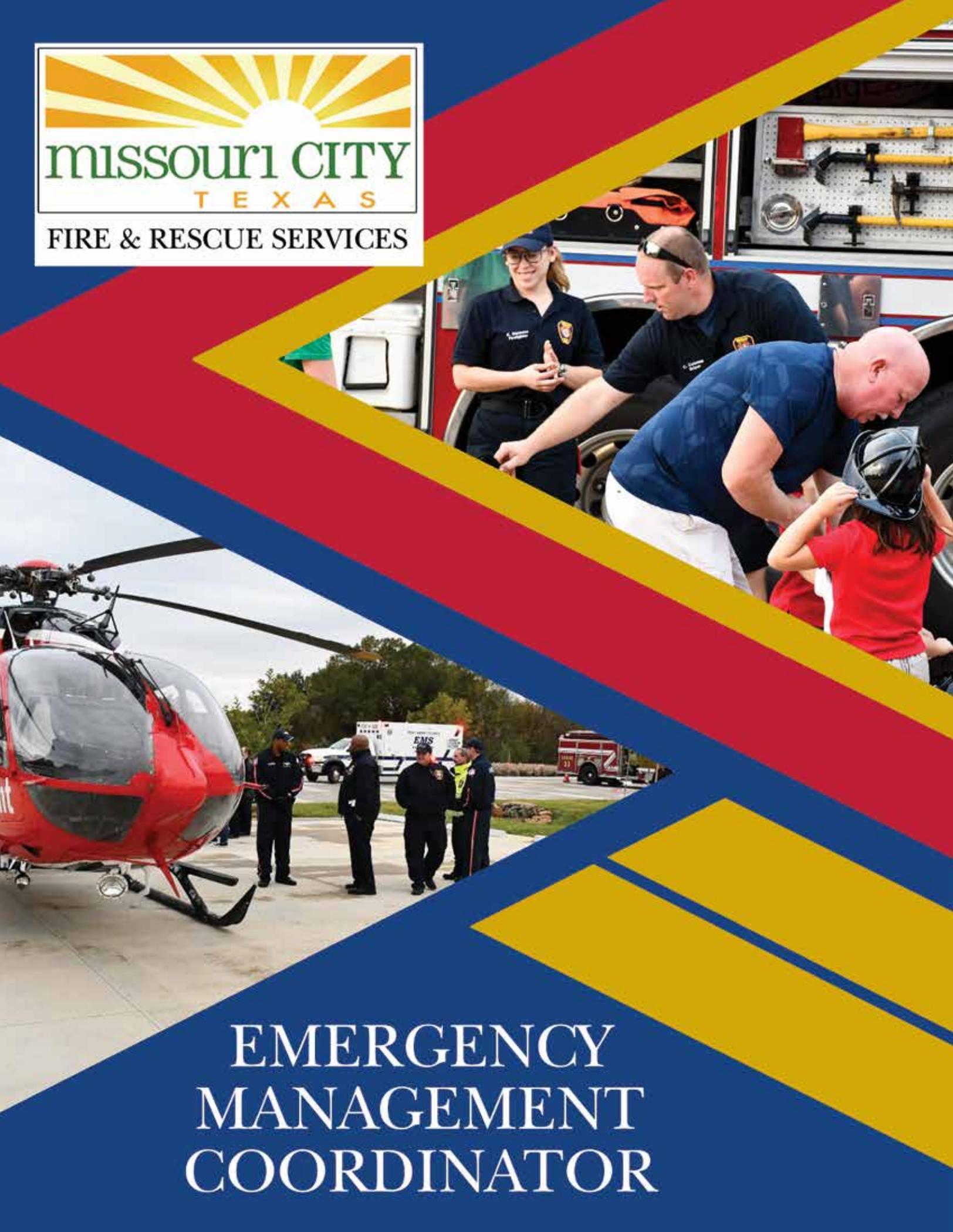




FIRE & RESCUE SERVICES



EMERGENCY
MANAGEMENT
COORDINATOR



EMERGENCY MANAGEMENT COORDINATOR

—Description of Department—

City Fire & Rescue Services emphasizes providing effective and efficient services to the citizens, visitors, and staff of Missouri City. Our department has five primary functions which are Community Risk Reduction (Fire Prevention), Fire and Emergency Medical Response (Operations), Development - Training, Emergency Management and Administration.

—Mission Statement—

To preserve life, property, and promote a safe community.

—Vision Statement—

Professionals committed to Excellence, Honor, and Service to all.

Missouri City, Texas

—VISION—

To be known and recognized as a superior municipal organization.

—MISSION—

To deliver outstanding customer service to all members of our diverse community.

—CREDO—

Together, we excel!

THE COMMUNITY

Missouri City, Texas, known as the “Show Me” city, has a population of over 70,000 and is conveniently situated 20 miles southwest of downtown Houston. The City covers 29.8 square miles and is easily accessible by major transportation thoroughfares including US 90A, Beltway 8 (Sam Houston Tollway), Fort Bend Toll Road, and State Highway 6. Most of the City is located in Fort Bend County with a small portion of the City in Harris County. Missouri City has easy access to both Houston airports (William P. Hobby Airport & George Bush Intercontinental Airport) and is less than 60 miles from Galveston. This location provides easy access to Texas Medical Center and other Houston facilities.

Since being incorporated in 1956, Missouri City has experienced tremendous economic growth and development, particularly along US 90A and Beltway 8. Major employers include Niagara Bottling Company, Warren Alloy Valve & Fitting Company, Southwest Electronic Energy, LT Foods USA, Flair Flexible Packaging, Ben E. Keith Food, and Twin Star Bakery. Missouri City is currently experiencing significant growth and industrial/warehouse development along US90A and Beltway 8. Business Park 8Ninety has recently broken ground. Park 8Ninety is a 127 acre site with capacity for 1.75 million square feet of Class A industrial. Lakeview Business Park is also a recent (168 acres) industrial park development, which the City intends to build out in multiple phases, to include more than 20 buildings, when fully developed.

Missouri City is respected nationwide for its high-quality development requirements, evidenced by its designation as Platinum Scenic City by Scenic Texas, a program that honors cities excelling in fostering a sense of pride in their communities by utilizing strict ordinances and regulations that preserve the City's visual environment. Missouri City is one of nine cities to have received this designation in Texas and the only city in the Houston region. It should be noted that, unlike neighboring Houston, Missouri City has been zoned since 1981.

Missouri City is a very diverse community and provides a high quality of life. Despite the size of its population, it has the feel of a small close-knit community. In fact, a Rice University study found that Missouri City has surpassed Houston as the region's most diverse city. The City has 20 parks totaling 393 acres and includes a Recreation and Tennis Center and a 36-hole golf course. There are two school districts in Missouri City: Fort Bend ISD and Houston ISD. Additionally, there are several private schools and eight community colleges within 50 miles of the City. Houston is home to University of Houston, Rice University, Texas Southern University, Houston Baptist University, and the University of St. Thomas.

With more than 300 full-time employees, the City is committed to effective, efficient and responsive service. Furthermore, the City considers its employees its most valuable resource. For many individuals, working for the City provides a dual reward. First, it is their way of giving back to their community; secondly, it is a noble way of making a difference in the lives of everyone who turns to City government for its services.

GOVERNMENT

The City of Missouri City operates under a Council-Manager form of government. The Council is comprised of a Mayor, elected at large, and six Council members. Two Council Members are elected at-large and four elected from single member districts. The City Council appoints the City Manager to lead and manage the day to day operations of the organization.

The City is supported by an annual budget of over \$90 million and is comprised of 11 departments including Police, Fire, Finance, Courts Services, Economic Development, Public Works, Development Services, Parks & Recreation, Human Resources & Organizational Development, Communications, and Technology & Innovation.



THE DEPARTMENT

The Missouri City Fire Department was founded on December 3, 1956 as a volunteer department. The City hired its first paid firefighter in 1968. The current Fire and Rescue Services Department is staffed with all paid members who strive to provide the public the best and most efficient services possible through a high level of training and readiness in a non-union environment.

The Department has five stations and is organized into four divisions: Administration, Operations, Community Risk Reduction/Prevention and the Office of Emergency Management. As of Aug. 1, 2016, the City has a Public Protection Class rating of 1/1Y, the highest rating awarded by ISO. Currently, only 26 cities in Texas and 97 cities nationwide have achieved a Class 1 rating.

THE POSITION

Reporting to the Fire Chief, the Emergency Management Coordinator is the Subject Matter Expert for the implementation, management, and continuous improvement of the City's Emergency Management System. He/she manages the City's Emergency Preparedness Division, while ensuring the delivery of excellent service to all internal and external customers consistent with a High-Performing Organization (HPO).

Competitive candidates will have enjoyed strong internal and external relationships throughout their careers and demonstrated a proactive approach to creating mutually beneficial partnerships in the community and the fire profession. Effective employee relations is important to the City.

Examples of work performed include:

- Work closely on a cooperative basis and provide staff support to the Fire Chief and community organizations in developing emergency management plans and capabilities along with informing the Fire Chief on prevention activities that require his/her attention and/or awareness;
- Work with the City Manager, Mayor, City Council and other local officials in the development of a hazard mitigation program to eliminate or reduce potential hazards;

- Maintain operational readiness of the City's Emergency Operations Center (EOC) and serve as EOC Manager during activations, facilitate after-action reviews, reports and improvement plans;
- Stay informed on activities or changes that could affect the likelihood of an emergency, and those that could affect response efforts and plan implementation;
- Prepare plans and operating procedures for response to and recovery from disasters/emergencies, such as hurricanes, nuclear accidents, and terrorist attacks;
- Maintain and update all resource materials associated with emergency preparedness plans as well as ongoing review and training with those departments that have responsibility in the City's Emergency Operations;
- Coordinate disaster response or crisis management activities; such as, ordering evacuations, opening public shelters, and implementing special need plans and programs, and the recovery from these events;
- Develop and maintain open communication and business-related alliances with municipalities, county departments, other city departments and similar entities to facilitate planning development, response effort coordination, and exchange of personnel and equipment as required by an event;
- Remain updated on federal, state and local regulations affecting emergency management, plans, compliance, and ensure that City plans adhere to established regulations, policies and mandates;
- Procure, design and/or deliver emergency/disaster preparedness training courses that develop individual and organizational competencies on effective response to major or minor emergencies and disasters in the City;
- Consult with schools, hospitals, or other institutional officials to determine overall needs and capabilities in the handling of an event, natural disaster or other emergency;
- Develop and administer tests/evaluations of emergency management plans in accordance with state and federal regulations;
- Constant review and update of agreements with outside agencies as well as applying for state and federal grants; monitors, administers and reports on such grants;

- Contribute to team efforts by performing other related duties as assigned by Fire Chief;
- Subject to 24-hour recall and may require irregular work hours.

THE IDEAL CANDIDATE IS:

- An experienced and proven emergency management professional who brings a reputation of strategic thinking, community outreach and organizational commitment.
- Creative, adaptable, and forward-looking and possesses the ability to think on their feet.
- A strong public speaker with a customer service orientation and commitment to the broader goals of the City organization. These include a strong community presence and an open-door policy for citizens' concerns.
- Team-oriented and places an importance on strong interdepartmental, regional and interagency relationships that reflect an understanding of the community dynamics that are essential to any Emergency Management Coordinator's success.
- Proactive and possesses a proven track record of successful emergency planning and response coordination, and emergency operation center activation.

EDUCATION AND EXPERIENCE

A Bachelor's degree in Emergency Management, Occupational Safety, Fire Safety or a closely related field, from an accredited college or university and a minimum of two (2) years of professional experience as a Battalion Chief or higher; Emergency Management Coordinator or closely related position; EMT Basic Certification, from Texas Department of State Health Services or National Registry, successful completion of ICS 100, 200, 300 and 400 level; 700 & 800; possession of a Class C Texas Driver's License, Instructors Certificate from the Texas Commission on Fire Protection, required.

Texas Commission on Fire Protection Advanced Firefighter certification; possession of, or the ability to secure training via the Professional Development Series for Emergency Management from The Federal Emergency Management Agency or the State of Texas preferred.

The City may consider an equivalent combination of education, training and/or experience.



COMPENSATION AND BENEFITS

The annual salary for this position is **\$80,745.00 - \$90,434.00**. The City also offers an attractive benefit package which can be accessed at: <http://www.missouricitytx.gov/index.aspx?NID=232>

APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by **Friday, March 2, 2018**.

Please go to our website to submit your application: <https://secure.cpsr.us/escandidate/JobDetail?ID=317>.



For further information contact:

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(916) 263-1401

E-mail: resumes@cpsr.us

Website: www.cpsr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Candidates deemed most qualified will be referred to the City. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

