CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78205
(210) 207-8108 Job Line (210) 207-7280
www.sanantonio.gov

ASSISTANT EMERGENCY MANAGEMENT MANAGER

The City of San Antonio is recruiting for an Assistant Emergency Management Manager. This position is responsible for working within the Emergency, Financial and Governmental communities including technical experts, agency managers, and public safety department chiefs, City Officials, State and Federal Agencies in the management of the City's emergency management program. The position will serve under the City's Emergency Manager, and will be responsible for implementing the comprehensive all-hazard Emergency Management program, including Weapons of Mass Destruction (WMD)/Terrorist related activities within San Antonio.

Essential Job functions include, but are not limited to, the following: Supervises the development and implementation of components of the San Antonio Emergency Operations Plan and annexes; oversee developing and implementing new technical systems and capabilities in the Emergency Operations Center, supervises in the maintaining the operational readiness of the Emergency Operations Center and assigned staff, prepares elements of a public education program to minimize the impact of major emergencies; assists in developing and implementing training programs and disaster exercises; is on emergency call 24 hours a day, 7 days a week, may act as the Emergency Management Manager of the office in absence of the Emergency Management Manager The position will serve as the primary leadership role for implementing and sustaining the City of San Antonio Homeland Security Grant Program through a complex network of people, agencies and communities. The Assistant Emergency Management Manager will develop and implement components of the Emergency Operations Basic Plan and Annexes including identifying planning issues, identifying and coordinating planning groups and committees, preparing plan drafts, preparing and distributing final plan elements, coordinating plan orientation briefings. The position will provide for procurement, distribution, administration and management as required for replacement and/or added items of personal protective gear, monitoring and detection equipment, disposable items, expiring and dispensed medications that were and are obtained as part of the Federal HSGP. Will provide public policy input and analysis, draft comprehensive plans and conduct program evaluation functions. This position will also facilitate efforts with other Texas regions and with State and Federal personnel on a regular basis. The Assistant Emergency Management Manager serves as a duty officer on a rotating basis with other professional staff and develops an annual Emergency Management budget, in cooperation with the program oversight committee and assist with annual budget presentations. The position is subject to emergency recall and must carry communications device at all times. The individual will also operate a personal computer in preparing correspondence, plans, reports and other documents. The individual will attend various meetings with government and private sector agencies and officials throughout San Antonio and Bexar County. The individual will prepare public education elements including identification of target audience, and the mode of conveying message. It will deliver presentations on emergency management topics to community groups and organizations. The Assistant Emergency Management Manager will assist in assuring the Emergency Operations Center is operationally ready and specifically assists in preparing EOC operating guides and in maintaining emergency management computer data bases and information systems.

This position requires that the successful candidate possess a Bachelor's Degree in Public Administration, Business Management, or equivalent. Five years experience in public safety, emergency management, public health administration, or related field. A Master's Degree in a government, management or scientific field is preferred. A valid Class "C" Texas Driver's License or ability to obtain a valid one within thirty (30) days after becoming a resident of the State of Texas is also required. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background and credential verification.

Salary is dependant on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Apply with cover letter, resume (detailing work and education history, including dates for work assignments: and three to five work reference with contact information to: City of San Antonio Human Resources Department, Attention: Brenda Evans, Human Resources Analyst, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio. **Open until filled**

For additional information contact Brenda Evans at (210) 207-7978.