



Job Opening

Emergency Management Coordinator

Opening: July 11, 2025

Closing: When position filled

All applications are to be sent to ssmith@burlesoncounty.org or dropped off in the Treasurer's Office dropbox on the 4th floor of the courthouse. Must be able to pass a thorough background check prior to taking position.

Position Summary:

Burleson County is accepting applications for a full-time Emergency Management Coordinator / Public Safety Radio Communications Director. This position is essential to ensuring the county's preparedness and response to emergencies and disasters, while also maintaining reliable and interoperable radio communications among public safety agencies.

The successful candidate will lead all county emergency management efforts, oversee radio communications infrastructure, manage compliance functions, and serve as a key liaison to regional emergency and homeland security committees. This is a high-responsibility position requiring excellent leadership, communication, and technical skills in a rural county setting.

Essential Duties and Responsibilities:

Emergency Management Duties:

- Develop, maintain, and implement Burleson County's Emergency Operations Plan (EOP).
- Coordinate emergency preparedness, mitigation, response, and recovery operations with local jurisdictions, the Texas Division of Emergency Management (TDEM), and FEMA.
- Lead Emergency Operations Center (EOC) activations and emergency declarations.
- Plan and conduct training, exercises, and community outreach programs.
- Respond and coordinate with first responder during Type 3 Incidents or greater.
- Monitor weather radars and communicate with NWS during weather events.
- Maintain and Operate the Burleson County Emergency Alert System.
- Assist with emergency-related grants, reporting, and documentation.
- Serve on the Regional Homeland Security Advisory Council, and participate in subcommittees including the Strategic Documents Committee and Communications Committee.
- Serve on the BVWACS Steering Committee (Brazos Valley Wide Area Communications System).

- Serve on the Safety and Security Committees for all three Independent School Districts (ISDs) within Burleson County.
- Act as the County Floodplain Administrator, enforcing local floodplain regulations and reviewing development requests.
- Process and review Oil and Gas Development Permits in accordance with county requirements.
- Process Mass Gathering and Event Permits
- Coordinate with local, state and federal agencies during large Mass Gatherings.
- Compile and maintain Fire Department Run Reports for all fire departments in the county.

Public Safety Radio Communications Duties:

- Oversee the daily operations, maintenance, and upgrades of Burleson County's public safety radio communications infrastructure and coordinate with BVWACS.
 - Coordinate with local law enforcement, EMS, and fire departments to ensure effective and interoperable communication.
 - Manage and maintain county repeaters, towers, mobile/portable radios, and communication hardware.
 - Manage all BVWACS subscribers in Burleson County.
 - Ensure compliance with all FCC regulations related to county radio use.
 - Troubleshoot technical issues and work with external vendors and engineers as needed.
 - Serve on the BVWACS Board, representing Burleson County in regional communications governance.
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Minimum Qualifications:

- High school diploma or GED required; Associates Degree Emergency Management, Public Safety, Communications Technology, or related field preferred.
 - Minimum of three (3) years of experience in emergency management, public safety radio communications, or a related role.
 - Completion of FEMA NIMS/ICS courses 100, 200, 700, and 800 required. ICS 300 and 400 preferred or must be completed within 12 months of hire.
 - Emergency Response Background
 - Familiarity with rural emergency response, radio communications systems, and interagency coordination.
 - Ability to remain on-call for emergencies, including nights, weekends, and holidays.
 - Valid Texas driver's license required; must pass a background check and drug screening.
 - Strong leadership, communication, and organizational skills are essential.
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Work Environment:

- Primarily office-based, with field duties required during drills and emergency response.
 - Will be required to respond to incidents and emergencies at any time.
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