



NACOGDOCHES COUNTY

Job Opportunity

Position: Project Specialist

Open Until Filled

Department: Emergency Management & Special Projects

Type: Regular, Full-Time

Starting Salary Range: \$32,230 – \$35,000 per year, depending on experience
plus benefits

General Description:

Under the direction of the Special Projects & Emergency Management Coordinator this position performs a wide variety of duties and administrative functions in support of the Office of Emergency Management & Special Projects. Duties include project management in cooperation with other public and private organizations; equipment acquisition and inventory; documentation related to grants and other projects; maintenance of spreadsheets and databases; assisting with outreach and public education; and coordinated response planning for local homeland security and emergency management initiatives. This position may be actively involved in response activities for local incidents and disasters.

Knowledge, Skills & Abilities:

- Knowledge of research, data analysis, and report preparation techniques
- Knowledge of modern office practices and office administration
- Knowledge of basic accounting and budget principles
- Knowledge of and ability to maintain file systems for both paper and electronic records
- Knowledge of the geography of the county and surrounding area
- Knowledge of principles and practices of policy development and implementation
- Skill in preparing clear, concise, and effective written materials
- Skill in instructional program development and delivery
- Excellent organizational and time management skills
- Excellent verbal and written communication skills and strong reading comprehension skills
- Ability to learn, interpret, apply and explain the principles and practices of emergency management
- Ability to learn, interpret, apply and explain applicable federal, state, and local laws and regulations
- Ability to follow instructions, safety practices and standard operating procedures
- Ability to work both in a team and independently and to perform duties with speed and accuracy without constant supervision
- Ability to multi-task and to set priorities, coordinate multiple projects simultaneously and meet critical deadlines
- Ability to think analytically and apply sound judgment, solve problems and make effective decisions
- Ability to learn new technologies related to emergency response
- Ability to establish and maintain professional relationships with co-workers and general public while using good judgment to recognize scope of authority
- Ability to remain objective in dealing with upset, emotional individuals in difficult or challenging situations
- Knowledge and ability to use computers and office equipment with a high level of proficiency
- Knowledge and ability to use MS Word, Excel, Adobe Acrobat and Gmail with a high level of proficiency

Additional Information:

- Requires ability to walk on uneven terrain.
- Occasionally requires climbing, stooping, kneeling, crouching, crawling and ability to lift up to 25 pounds
- Work primarily performed indoors with occasional outdoor field assignments
- Prolonged periods of exposure to outdoor weather conditions including extreme heat and extreme cold; debris, fumes, odors, airborne particles and dust during emergency response incidents
- Subject to emergency call back or extended work hours in response to emergency situations
- Some travel including overnight stays may be required

Qualifications:

- High School Diploma/GED
- Minimum of 2 years of experience in emergency management, public administration, public safety, or a related field
- Minimum of 2 years of experience in office administration
- Minimum of 2 years of experience basic accounting or bookkeeping
- Excellent computer skills with a demonstrated proficiency in the use of MS Word, Excel and Adobe Acrobat
- Ability to obtain ICS 100, 200, 300, 400, 700, and 800 within six-months of employment
- Must possess a Valid State of Texas Driver License
- Preferred: experience in writing and implementing policies, plans, and procedures

Instructions:

Submit a completed & signed Nacogdoches County Employment Application to the address below:

Human Resources Department
Nacogdoches County
101 W. Main St., Ste. 161
Nacogdoches, TX 75961

Nacogdoches County is an Equal Opportunity Employer. Nacogdoches County Participates in E-Verify.