



NACOGDOCHES COUNTY

Job Opportunity

Position: Project Specialist
Department: Emergency Operations Department
Type: Regular, Full-Time

Application Deadline: July 5, 2016

Salary Range: \$27,000 to \$30,000 per year DOE

General Description:

Under the direction of the Emergency Management & Special Projects Coordinator this position performs a wide variety of duties in support of the Emergency Operations Department. Assists with the development, implementation and management of assigned programs and projects. Maintains program and project documents and records. Updates and maintains various project-related databases. Assists in the development and maintenance of public education materials, job aids, policies, and plans.

Knowledge, Skills & Abilities:

- Ability to research, understand and apply federal, state and local laws and regulations
- Ability to write policies and procedures that comply with laws, regulations, and county objectives
- Ability to research and interpret data and prepare reports
- Strong analytical abilities and problem solving skills with excellent attention to detail
- Ability to read and comprehend technical information and manuals
- Ability to multi-task and meet weekly, quarterly and annual deadlines in a professional work environment
- Ability to work as part of a team and collaborate with others to improve processes
- Ability to operate calmly and professionally during emergency situations
- Ability to establish and maintain professionalism with co-workers, officials and members of other agencies
- Ability to maintain both confidentiality and high ethical standards
- Excellent verbal and written communication skills
- Ability to work flexible hours as needed
- Ability to follow instructions and perform duties independently
- Strong skill in using MS Word, MS Excel, Adobe Acrobat, computers and standard office equipment

Additional Information:

- Work primarily performed indoors with some outdoor exposure during field assignments
- Requires occasional travel for events and training
- Extended work hours required during emergency or deadline situations
- Requires ability to sit & stand for extended periods.
- Occasionally required to walk, climb, stoop, bend, crouch, crawl and reach
- Requires ability to lift and carry up to 25 pounds

Qualifications:

- Graduation from High School or GED
- Must possess a valid Texas Driver's license
- 2 yrs experience in emergency management, public safety, public administration, project management, program management or a related field is preferred
- Graduation from an accredited four-year college or university is preferred
- Education and experience relevant to position requirements may be substituted for one another on a year-for-year basis

Instructions:

Submit a completed Nacogdoches County Employment Application to the address below. Cover letter, resume and professional references should be attached to the completed application.

Submit application to: Nacogdoches County - Human Resources Dept.
101 W. Main St., Ste. 161
Nacogdoches, TX 75961