



NACOGDOCHES COUNTY

Job Opportunity

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

Application Deadline: July 31, 2015

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:

- Knowledge of applicable federal, state and local laws and regulations
- Knowledge of technical, policy and procedural writing
- Knowledge of research, data analysis and report preparation techniques
- Strong analytical abilities with excellent attention to detail
- Ability to read and comprehend technical information and manuals
- Ability to multi-task 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 confidentiality
- Excellent verbal and written communication skills
- Ability to work flexible hours as needed

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
- Minimum 2 yrs experience in emergency management, public safety, public admin or related field
- Preferred: Minimum of 2 yrs experience in program or project planning and management

Instructions:

Submit completed Nacogdoches County Employment Application to address below by July 31, 2015. Resume may be attached to the application, but is not accepted in place of the completed application.

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