



NACOGDOCHES COUNTY

Job Opportunity

Position: Project Specialist

Open Until Filled

Department: Emergency Management & Special Projects

Type: Regular, Full-Time

Starting Salary Range: \$35,129 – \$38,249 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, 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. Resume should be attached to the completed application but is not accepted in lieu of the application.

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.