

GRAYSON COUNTY JOB POSTING

Equal Opportunity Employer

	<p>Date Posted: October 6, 2025</p> <p>Closing Date: Open Until Filled</p>
Position:	Second Assistant Emergency Management Coordinator
Department:	Office of Emergency Management
Salary Range:	Non-exempt - \$52,500
Duties:	<p>Performs a wide variety of general administrative emergency management duties:</p> <p>Must be proficient in technical writing and analysis skills in order to prepare: executive level correspondence; executive level summaries of larger documents and reports of meetings; emergency management plans and updates to such plans; standard operating guidelines; seminar, workshop, drill, game and other exercise plans and reports; grant applications, budget and reports; EOC reports and situation reports; ability to complete all ICS forms and prepare an Incident Action Plan;</p> <p>Ability to adapt to and incorporate new technologies into work activities;</p> <p>Assist with local and regional briefings, meetings and work groups;</p> <p>Assist in administration of countywide Safe Room Rebate Program which will require physical ability to travel throughout the county to inspect such installations;</p> <p>Assist OEM Director in a local emergency management program for Grayson County and its sixteen cities, coordinating as needed with state and federal agencies;</p> <p>Assist with emergency management training for community stakeholders and the public; assist in volunteer coordination and training;</p> <p>Serve in the Emergency Operations Center, with occasional responsibility for operational periods of weather related activations.</p> <p>Interact appropriately with the public by telephone, email and in person, often in emergency or high stress situations.</p>
Qualifications and Requirements:	<p>Education: Bachelors' degree or three years administrative, project management, legal, public safety or grant management experience.</p> <p>Good position for individual seeking entry or work experience in emergency management. Training will be provided.</p> <p>Must have a valid driver's license.</p> <p>Must have certification of completion of National Incident Management System Training (NIMS) IS100, IS200, IS700 and IS800 within 3 months of date of hire and other training as required by Director.</p> <p>Position is subject to emergency call back.</p>

Persons with disabilities are encouraged to request assistance during the application process by calling 903.813.4091.

