



Rio Grande Council of Governments Job Description

Title:	Regional Services Coordinator	FLSA Classification:	Exempt
Division:	Regional Services	Class No.:	411
		Pay Group:	8

Summary of Position

Responsible for administering the Emergency Preparedness Program.

Organizational Relationships

Reports to: Regional Services Director

Directs: This is a non-supervisory position

Other: Has frequent contact with program committees of the Rio Grande Council of Governments (RGCOG), local governments, government agencies, elected officials, organizations, vendors, and Council of Governments staff.

Scope of Work

Essential Duties:

- Assists local jurisdictions with grant management, eligibility and compliance; regional planning and community preparedness;
- Assists in managing and maintaining grant accounts on the eGrants.gov.texas.gov website on behalf of the jurisdictions within the RGCOG's service area;
- Assists with the completion and submission of the Emergency Preparedness eGrants Biannual General and Federal Progress reports
- Coordinates Community Emergency Response Teams (CERT), CERT Train-The-Trainer, and Master Instructor Program trainings;
- Acts as a liaison with CERT members and enhances communication of community preparedness programs;
- Assists with the development, updating, and augmentation of the Regional Threat and Hazard Identification and Risk Assessment (THIRA), Stakeholder Preparedness Review (SPR), HSSP Implementation Plan (HSSP-IP), Regional Interoperable Communications Plan (RCIP) and RGCOG Texas State Planning Region 8 Mutual Aid Agreement;
- Assists with the development, updating, and augmentation of the Texas Critical Infrastructure (TCIP) and National Texas Special Events Data Call and Texas Statewide Interoperability Channel Plan;
- May assist with or contribute to the updating and maintaining of annual plans as required by the Texas Department of Emergency Management;
- Provides technical assistance to local jurisdictions in the identification and procurement of equipment purchased under the State Homeland Security Grant Program;
- Coordinates and facilitates emergency management trainings and exercises within the RGCOG's service area;
- Provides staff support to the RGCOG's First Responders Planning Group and schedules and facilitates meetings;
- Responds to information requests from local governments, regulatory agencies, and the general public;
- Attends meetings and conferences as required;
- May be required to travel frequently within the RGCOG region and the State of Texas;
- Makes presentations to the RGCOG's Board of Directors; and
- Performs other duties assigned by the Regional Services Director.

Responsibilities:

- Reports entry access problems, telephone system and information technology asset malfunctions, and any potential building hazards or faults per Rio Grande Councils of Governments policies and procedures; and
- Required to assist the public information officer (Executive Director) with open records requests.

Qualifications:

A Master's degree in public administration, political science, emergency management, or a related field;

Or a Bachelor's degree in public administration, political science, emergency management, or a related field with two years of experience in local, state, or federal government programs;

Or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

Must pass a background investigation.

Knowledge of:

- Local, state, and federal laws and regulations as they pertain to Emergency Preparedness;
- Budgeting and grants administration practices and procedures;
- Planning and program development;
- Techniques for effective interpersonal communications;
- English usage, grammar, punctuation, and spelling;
- The practices of modern office procedures; and
- Microsoft Windows operating systems and Microsoft Office products such as Outlook, Excel, Word, and OneDrive.

Skills

- Establish and maintain effective working relationships with elected officials, regulatory agencies, and the general public as it relates to Emergency Preparedness;
- Be organized, efficient, and detail-oriented; and
- Strong writing and oral skills.

Abilities

- Work independently;
- Identify available resources;
- Participate in program planning, including providing support and technical assistance;
- Provide clear, concise oral and written communication;
- Follow oral and written instructions;
- Work in a fast-paced environment with a demonstrated capability to prioritize multiple tasks and meet deadlines; and
- Develop reasonable proficiency with all job functions and office equipment.

Every position at the Rio Grande Council of Governments requires the following professional skills and abilities as key and necessary elements of performance:

- Demonstrate regular and reliable attendance;
- Maintain effective interpersonal communications and exercise a calm and patient demeanor when dealing with staff, the public, other agencies, and vendors;
- Maintain strict confidentiality; and
- Project positive support for their division and the organization at all times.

Certificates and Licenses Required:

- Must have a valid driver's license and vehicle insurance; and
- Responsible for completing any state-mandated training as required.

Physical Demands: Performs tasks requiring both sitting and standing for extended periods, and may require walking for short periods at a time; may require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; lifting or carrying of light to moderate equipment or supplies weighing up to 35 pounds; requires hand and finger dexterity sufficient to use computers and standard office equipment to perform assignments.

Work Environment: office setting and fieldwork

Job Location: RGCOG Main office located at 8037 Lockheed Drive, Suite 100, El Paso, Texas 79925

Equipment: computer, typewriter, copy machine, fax machine, and other office equipment related to job performance

Note: The information contained is intended to provide a general description of the nature and level of work to be performed by employees and shall not be construed as an exhaustive and all-inclusive list of duties, responsibilities, skills, and requirements and is subject to change at the discretion of the Rio Grande Council of Governments.

**In accordance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.*