

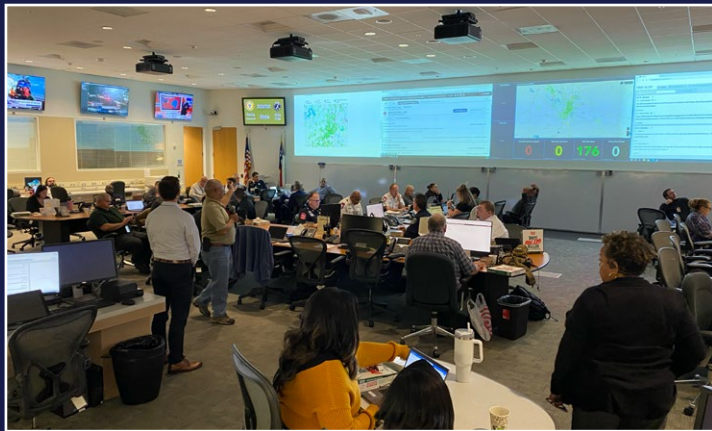
TRAVIS COUNTY, TEXAS

Deputy Emergency Management Coordinator



Travis County prides itself on improving the quality of life of its 1.2 million residents through world-class educational and medical institutions. Located in south central Texas with municipalities in the Texas Hill Country, Travis County is home to and seated in the state capital Austin, Texas.

Travis County is guided by an unwavering commitment to equity, fairness, respect, financial sustainability, operational excellence and innovation. Our community is characterized by a collaborative, forward-thinking culture that supports meaningful engagement and shared success. The county benefits from high-performing school districts, dependable public transportation, and a strong foundation of civic and organizational stability. We are strategically focused on long-term economic growth, actively cultivating an environment that attracts new businesses, expands high-quality employment opportunities, and supports leaders who are prepared to drive transformative progress.



STRATEGIC GOALS FOR TRAVIS COUNTY

- Promote **economic well-being** and racial, ethnic, and **economic equity**.
- Provide services that support people's **physical and mental health**.
- Provide services that support the **safety** of people in the community.
- Achieve **environmental sustainability** and prepare for major climate disruption.
- Assure **mobility that is timely, predictable, and safe**.
- Be a **trusted and well-run County**.
- Protect and **provide opportunities for those most vulnerable and underrepresented**.

POSITION OVERVIEW

The Travis County Executive of Emergency Services oversees the Offices of Emergency Management, Fire Marshal, Technology and Communications, STAR Flight, and serves as liaison for the Commissioners Court with the Medical Examiner's Office and the Emergency Services Districts (rural fire departments) throughout the County.

The Office of Emergency Management (OEM) is a division of Travis County Emergency Services and serves as the coordinating point for community disaster preparedness, mitigation, response, and recovery for Travis County. Travis County OEM works with county departments and partner agencies to staff a joint City of Austin-Travis County Emergency Operations Center to enhance the collaboration and cooperation critical to successful community disaster response and recovery.

Under the general direction and guidance of the Chief Deputy Emergency Management Coordinator, the role of Deputy Emergency Management Coordinator serves as critical leader in the OEM's efforts to prepare for, respond to, recover from, and mitigate the impacts of natural and human-caused disasters. The role requires a highly adaptable, action-oriented professional who can seamlessly transition between strategic planning, stakeholder engagement, field operations, and Emergency Operations Center (EOC) activations.

Working closely with OEM leadership, municipal partners, first responders, community organizations, contractors, and state and federal agencies, the Deputy Coordinator position helps to ensure the OEM is prepared for any hazard, including flooding, hurricanes, severe weather, wildfires, winter storms, public health emergencies, and other large-scale incidents.

We are seeking versatile "utility player" candidates who are willing to hustle, be boots on the ground in the field, think creatively, and tackle a complexity of potential community challenges. Successful candidates must be comfortable leading projects from concept to implementation, building partnerships, managing competing priorities, developing plans and procedures, and serving in emergency response roles when needed. ***This is primarily an in-person/in-office role at EOC or in the field, and the work hours will also include nights, weekends, and holidays.***

We are recruiting for two (2) Deputy Emergency Management Coordinator positions:

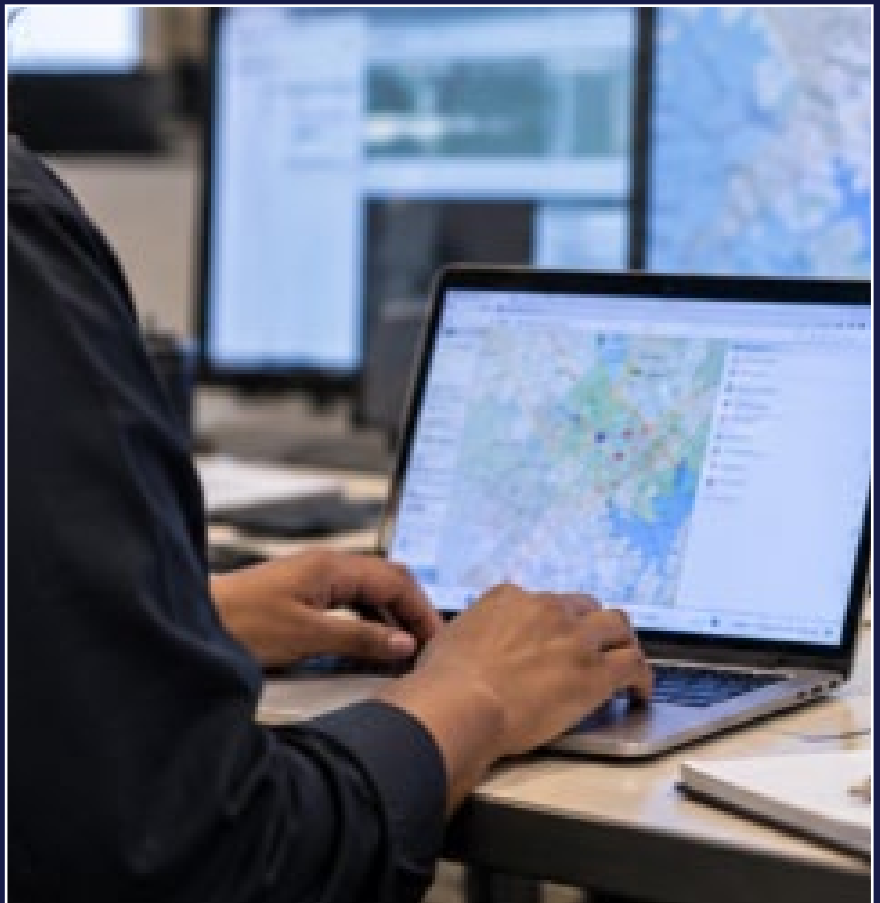
- **Deputy Emergency Management Coordinator - Planning**
- **Deputy Emergency Management Coordinator – Logistics**

Both positions play a vital role in strengthening the OEM's preparedness, resilience, operational readiness, and disaster response capabilities.

The **Deputy Emergency Management Coordinator - Planning** will serve as lead strategist for preparedness, response, recovery, and community resilience efforts.

Key responsibilities include:

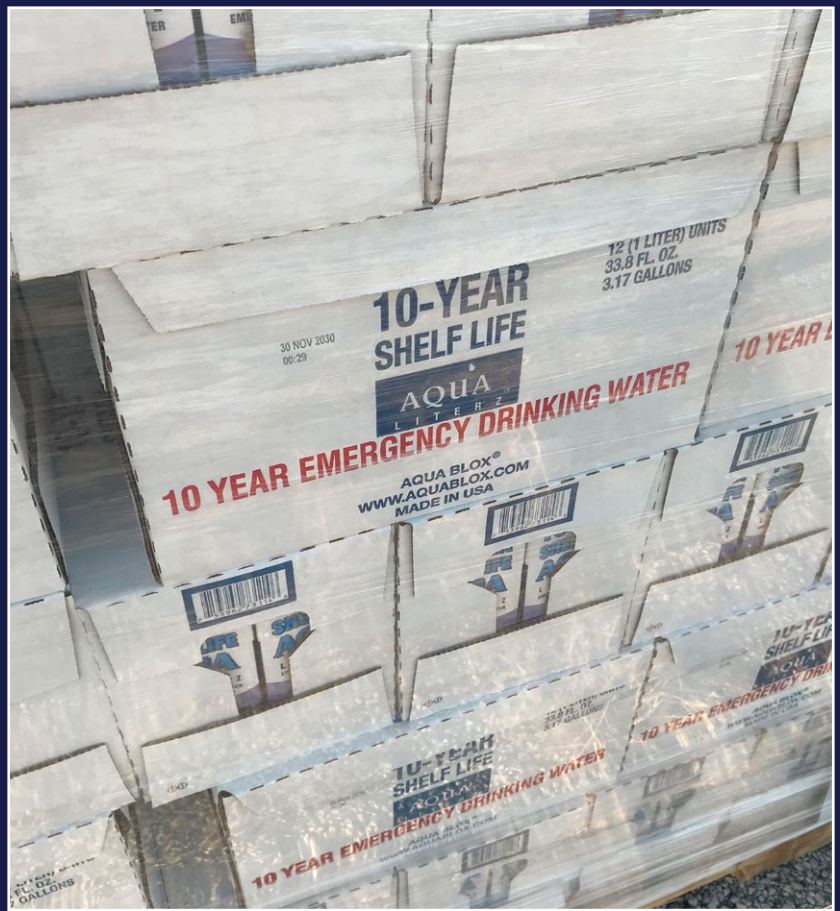
- Leading development and maintenance of emergency management, , preparedness, response, recovery, and resilience plans.
- Conducting risk and vulnerability assessments.
- Coordinating countywide planning initiatives with local, regional, state, and federal stakeholders.
- Supporting FEMA recovery grant projects and community recovery planning.
- Leading community outreach, stakeholder engagement, and preparedness campaigns.
- Developing planning assumptions, scenarios, and readiness strategies for all hazards.
- Facilitating training and exercises designed to evaluate and improve plans and procedures.



The **Deputy Emergency Management Coordinator - Logistics** will serve as lead coordinator for operational readiness, resource tracking, and disaster logistics.

Key responsibilities include:

- Maintaining comprehensive inventories of emergency supplies, equipment, facilities, and response resources.
- Developing and managing resource tracking and accountability systems.
- Coordinating procurement, staging, distribution, and deployment of emergency resources during incidents.
- Managing logistics plans for shelters, feeding operations, commodity distribution points, and emergency support services.
- Coordinating with vendors, contractors, and partner agencies to ensure resource availability.
- Establishing and maintaining inventories of critical supplies, including food, water, non-perishable commodities, and emergency equipment.
- Supporting emergency operations and resource coordination within the EOC.



The Deputy Emergency Management Coordinators will assist in the development, implementation, coordination, and evaluation of comprehensive emergency management programs designed to protect lives, property, and critical infrastructure. These positions help lead County-wide initiatives related to mitigation, preparedness, response, recovery, training, exercises, grants, resilience planning, resource management, and Emergency Operations Center readiness.

The incumbent is responsible for maintaining situational awareness of emerging threats, changing community conditions, and evolving regulatory requirements that may impact emergency preparedness, response operations, or plan implementation. This position requires exceptional communication, collaboration, project management, and problem-solving skills, with the ability to build strong relationships across government agencies, community partners, private industry, and historically underserved populations.

During emergencies and disasters, the Deputy Coordinators may be required to support Emergency Operations Center activations, coordinate response activities, develop situation reports, manage resource requests, assist with sheltering and evacuation operations, and support short-term and long-term recovery efforts.

These positions serve as a cornerstone of the OEM's emergency management program. Whether leading mitigation planning, developing resilience initiatives, coordinating disaster logistics, or supporting emergency operations, the Deputy Emergency Management Coordinators help to ensure the OEM is prepared for the unexpected, capable of responding effectively, and positioned to recover stronger after disaster strikes. The work directly impacts the safety, resilience, and well-being of the entire community.



ESSENTIAL DUTIES AND RESPONSIBILITIES

Emergency Planning, Preparedness, and Resilience

- Lead and support mitigation, preparedness, response, recovery, and resilience initiatives throughout the County.
- Prepare, maintain, and implement emergency operations plans, recovery plans, hazard mitigation plans, continuity plans, procedures, standards, and related guidance documents.
- Stay informed on community activities, emerging risks, infrastructure changes, regulatory updates, and environmental factors that could affect emergency preparedness, response efforts, or plan implementation.
- Coordinate ongoing plan review, training, and implementation efforts with departments responsible for emergency operations functions.
- Research and recommend projects and funding sources (Federal, State, local, private sector) to support mitigation, preparedness, response and recovery.

Emergency Response and Recovery

- Coordinate emergency response and disaster recovery activities before, during, and after emergencies.
- Support or coordinate operational activities including evacuations, shelter openings, special needs programs, resource deployment, and recovery operations.
- Respond to and support Emergency Operations Center activations as required.
- Develop situation reports, operational briefings, executive summaries, after-action reports, corrective action plans, and improvement plans.
- Assist the Chief Deputy Emergency Management Coordinator during emergency incidents and disaster activations.
- Facilitate post-incident reviews and identify opportunities for continuous improvement.
- Serve in scheduled rotation as an on-call emergency duty officer with 24 hours, 7 days a week availability, including weekends and holidays.

Training, Outreach, and Community Engagement

- Develop, coordinate, procure, and deliver emergency management training programs, workshops, exercises, and educational initiatives.
- Provide emergency preparedness training to County departments, external agencies, community organizations, businesses, and residents.
- Facilitate partnerships with municipalities, community organizations, private-sector partners, and groups representing historically underserved populations.
- Consult with schools, hospitals, healthcare providers, nonprofits, and other institutions to assess preparedness capabilities and improve disaster readiness.
- Foster open communication and collaborative relationships that support effective planning, resource sharing, personnel coordination, and response efforts.

Regulatory Compliance and Program Management

- Remain current on federal, state, and local laws, regulations, policies, and mandates affecting emergency management programs.
- Ensure County plans, procedures, and programs remain compliant with applicable regulatory requirements.
- Develop, coordinate, and administer exercises, drills, tests, and evaluations of emergency management plans in accordance with established standards and regulations.
- Lead and manage assigned programs, projects, contractors, consultants, grants, and staff.
- Track program outcomes and identify opportunities for process improvement and operational efficiencies.

To learn more about Travis County Office of Emergency Management (OEM), please visit: <https://oem.traviscountytexas.gov/>



THE IDEAL CANDIDATE

The ideal candidate for either of these positions will be an energetic, highly collaborative emergency management professional who thrives in fast-paced and unpredictable environments. They are versatile “utility players” who can effectively move between planning and operations, office and field environments, long-term strategy and immediate incident response. Strong candidates for these roles will be knowledgeable at developing strategic plans, conducting field assessments, coordinating resources during disasters, writing detailed situation reports, facilitating stakeholder meetings, and providing training to diverse audiences.

Successful candidates will demonstrate:

- Experience in emergency management, disaster response, homeland security, public safety, public administration, logistics, planning, or a related field.
- Working knowledge of Emergency Operations Center (EOC) operations and emergency activation procedures.
- Experience with National Incident Management System (NIMS) and Incident Command System (ICS) principles.
- Strong technical writing skills, including the development of emergency plans, policies, procedures, situation reports, after-action reports, and executive briefings.
- Experience coordinating grants, projects, contractors, consultants, or large-scale emergency management initiatives.
- Strong relationship-building, collaboration, and stakeholder engagement skills.
- Ability to think outside the box, adapt quickly to changing circumstances, and solve complex problems under pressure.
- Experience leading cross-functional teams, managing competing priorities, and driving projects to successful completion.
- Willingness to work extended hours, respond during emergencies, participate in EOC activations, and perform field work in challenging environments.
- Passion for public service and improving community preparedness, resilience, and organizational readiness.

An ideal candidate is also an experienced and proven emergency management professional who brings a demonstrated record of strategic thinking, operational effectiveness, community engagement, and organizational commitment. They are creative, adaptable, and forward-thinking, with the ability to make sound decisions in rapidly evolving situations and maintain effectiveness under pressure. Bilingual in English and Spanish, is ideal.

Additionally, a successful candidate will be:

- A confident and engaging public speaker who can effectively communicate with elected officials, executive leadership, partner agencies, community organizations, and residents.
- Customer service oriented, with a strong commitment to supporting the broader mission, vision, and goals of the department and County.
- Highly visible and engaged within the community, cultivating trust and fostering meaningful partnerships with diverse stakeholder groups.
- Team-oriented and collaborative, recognizing the importance of strong interdepartmental, regional, and interagency relationships that support successful emergency management outcomes.

- Skilled in navigating the unique dynamics of a growing and diverse community while building consensus among a wide range of stakeholders.
- Proactive and results-driven, possessing a proven track record of successful emergency planning, disaster preparedness, response coordination, recovery operations, and Emergency Operations Center activations.
- Capable of balancing strategic priorities with hands-on operational responsibilities, while maintaining focus on protecting lives, property, and critical infrastructure.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Emergency Management, Public Administration, Environmental Sciences, Business Management, Planning or a directly related field,

AND

- Four (4) years of increasingly responsible experience in emergency management, strategic planning, research, project management, policy research or program development,

OR

- Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

- Candidates must be certified and cleared through the United States Government Criminal Justice Information Services (CJIS).
- Valid Class C Texas Driver's License.
- Completion of NIMS IS-100, 200, 700, 800; (Within 6 months of start date: G-300, G-400).
- Certified or Associate Emergency Manager Certification (AEM or CEM) by the International Association of Emergency Managers within three years of start date.



COMPENSATION AND BENEFITS

The approved salary range for these positions is **\$75,000– \$85,000**, and is commensurate with the qualifications and experience of the selected candidate. Travis County offers excellent benefits, including a retirement plan in the Texas County & District Retirement System (TCDRS) with a 2.25:1 match (\$2.25 for every \$1 an employee deposits), and an 8 year vesting schedule. Travis County now also provides benefits to employees for Paid Parental Leave.

For more information on employee benefits, visit: <https://traviscentral.traviscountytx.gov/hr-1/benefits>

APPLICATION PROCESS

The final filing date is Friday, October 30, 2026. To be considered, submit a cover letter, list of six work-related references (who will not be contacted without prior notice), and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months and years with beginning/ending dates of positions held. **Candidates will be considered for both positions.**

To apply visit: <https://www.cpshr.us/recruitment/2668>

For additional information about this position please contact:

KYLIE WILSON

Principal HR Consultant

Email: kwilson@cpshr.us

Web-site: www.cpshr.us



Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited will be invited to participate further in a formal assessment process with the County, who will also conduct a comprehensive reference and background check on the final candidate.