

**GRIMES COUNTY PERSONNEL DEPARTMENT  
P. O. BOX 270  
ANDERSON, TEXAS 77830  
(936) 873-4400**

**EMPLOYMENT OPPORTUNITY**

**JOB TITLE:** EMERGENCY MANAGEMENT COORDINATOR/  
MANAGER OF SUBDIVISION REGULATIONS

**DEPARTMENT:** REPORTS TO COUNTY JUDGE & ROAD & BRIDGE  
ADMINISTRATOR

**BASIC QUALIFICATIONS:**

MUST BE 18 YEARS OF AGE OR OLDER  
HAVE A VALID TEXAS DRIVERS LICENSE  
POSSESS EXCELLENT COMMUNICATION SKILLS  
MUST BE FLEXIBLE TO WORK UNSCHEDULED HOURS  
HAVE PROFICIENT COMPUTER SKILLS

**RESPONSIBILITIES:**

As the Emergency Management Coordinator the right candidate will work closely with the County Judge to receive direction from the Judge and ensure that the Judge is thoroughly informed of the status of the Emergency Management Office relative to current policies, education opportunities, and all pending and/or existing emergency situations.

Duties will include developing plans for response to natural or man-made disasters, working with governmental agencies and local organizations, preparing bid specifications for non-routine purchase of equipment and supplies, administering grant applications, attending educational conferences and community organization meetings in unincorporated areas of the County to establish lines of communication in the event of a disaster.

As the Manager of Subdivision Regulations the right candidate will work closely with the County Road & Bridge Administrator. Duties will include approving subdivision plats that conform with County standards, approving work orders presented by utility companies, inspecting subdivisions for specification compliance and approving final acceptance, working with department heads, elected officials, and outside agencies including FEMA, and managing roadway construction within subdivisions, maintenance bonds, and resolution of problems with the Floodplain Program.

**SALARY RANGE: \$12.00 - \$13.75/HR.**