



## Rio Grande Council of Governments Job Description

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Title:	Hazard Mitigation Coordinator	FLSA Classification:	Exempt
Division:	Regional Services	Class No.:	402
		Pay Group:	10

### Summary of Position

Responsible for administering the Pre-Disaster Hazard Mitigation Program on behalf of the following rural jurisdictions: City of Alpine, City of Marfa, City of Presidio, Town of Dell City, Town of Valentine, Town of Van Horn, and the counties of Brewster, Culberson, Hudspeth, Jeff Davis, and Presidio.

### 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 (RGCOCG), local governments, government agencies, elected officials, organizations, vendors, private businesses, and Council of Governments staff.

### Scope of Work

#### Essential Duties:

- Develops and updates jurisdictional Hazard Mitigation Action Plans as required by the Federal Emergency Management Agency (FEMA) set forth in 44 CFR Part 206 and with the requirements of Annex P, Hazard Mitigation, issued by the Texas Division of Emergency Management;
- Manages and maintains the Hazard Mitigation planning process;
- Coordinates and facilitates jurisdictional Hazard Mitigation project workshops;
- Reviews and incorporates existing jurisdictional plans as they relate to the development and updating of the 2020-2025 jurisdictional Hazard Mitigation Plans;
- Reviews and updates jurisdictional Hazard Mitigation capability assessments;
- Compiles, analyzes, and updates jurisdictional Hazard Mitigation risk assessments as they pertain to hazard-specific data, critical facilities, lifelines and infrastructure, general building stock, social and demographic characteristics, hazard event profiling and mapping, vulnerability and risk assessments;
- Develops, reviews and updates jurisdictional Hazard Mitigation strategies as they pertain to Plan evaluation and update;
- Develops, reviews, analyzes, and prioritizes the 2020-2025 Regional Multi-Jurisdictional Hazard Mitigation Plan action strategies;
- Coordinates and facilitates public meetings;
- Attends meetings as required;
- Required to travel up to 50% of the work period in the 5-county RGCOCG region; 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 in accordance with Rio Grande Councils of Governments policies and procedures.

### Qualifications:

A Master's degree in emergency management, public administration, or a related field with two years of experience performing any combination of emergency management, grant management, financial or program compliance, or public or business administration;

Or a Bachelor's degree in emergency management, public administration, or a related field with four years of experience performing any combination of grant management, emergency management, financial or program compliance, or public or business administration;

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

Must pass a background investigation.

### Knowledge of:

- Ability to rapidly assimilate information related to Emergency Management, State, and Federal, regulations, legislation, guidelines, policies, and procedures;
- Budgeting, public, and grant administration;
- 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, and Word.

### Skills

- Establish and maintain effective working relationships with elected officials, regulatory agencies, and the general public as it relates to Pre-Disaster Hazard Mitigation;
- Must be able to construct and deliver clear, concise, and professional presentations to a variety of audiences and individuals;
- Coordinating and solving problems;
- Be organized, efficient, and detail-oriented; and
- Strong writing and oral skills.

### Abilities

- Work independently;
- Identify available resources;
- Understand and effectively apply complex oral and written instructions and procedures;
- Examine data/information, discern variations/similarities, and identify trends, relationships and causal factors, grasp issues, draw accurate conclusions, and solve problems;
- Exercise poise, tact, and diplomacy;
- Establish and maintain positive, working professional relationships with internal and external customers;
- Follow oral and written instructions;
- Participate in program planning, including providing support and technical assistance;
- 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 of their division and the organization at all times.

Certificates and Licenses Required:

- Must have a valid driver's license and vehicle insurance.

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. Involves safely operating a vehicle and driving for long distances; working extended hours and some evenings and weekends, as needed; and daily and overnight travel.

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.*