



**LAKE WORTH-SAGINAW
JOB OPPORTUNITY ANNOUNCEMENT
EMERGENCY MANAGEMENT COORDINATOR**



OPENING DATE: March 6, 2020 CLOSING DATE: April 16, 2020 at 5:00 PM

COMPENSATION: Starting salary contingent on qualifications
Grade 29 - \$60,922 Minimum \$77,175 Maximum
FLSA Exempt
Emergency Management Coordinator Vehicle Provided

WORK SCHEDULE: 5 days per week, 8 hours per day - typically Monday through Friday. Other hours as assigned. On call as assigned.

RESIDENCY: Must reside within 45 minutes' drive time from Lake Worth-Saginaw area

MINIMUM REQUIREMENTS

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.

EDUCATION: High School Diploma or equivalent. Bachelor's Degree in Emergency Management, Public administration or related field preferred; or, an equivalent combination of education and emergency management or emergency service experience to perform the duties and functions as outlined within accompanying job description.

VISION: Standard visual acuity without correction, at least 20/40 in one eye and 20/100 in the other eye and correctable to at least 20/20 and 20/40.

COLOR VISION: Must be able to distinguish colors.

HEARING: 15/15 without correction.

DRIVING: Must have a valid Texas Driver's License

All applicants must be able to perform essential and non-essential job duties with or without a reasonable accommodation.

All applicants must possess a high school diploma or equivalent, valid Texas driver's license, and excellent driving record. **Certifications, high school/college diploma, driver's license, social security card, military service record, if applicable, personal history form, Release for Information Waiver, Authorization to Conduct Drug/Alcohol Testing, and a completed Department of Public Safety Computerized Criminal History Verification form must be turned in with the application.**

**NON-TOBACCO USERS PREFERRED
NO SMOKING ON DUTY OR IN ANY CITY BUILDINGS OR VEHICLES**

City of Saginaw Personnel Office, 333 W. McLeroy Blvd., Saginaw, Texas 76179
Phone: 817-230-0330 Email: applications@ci.saginaw.tx.us

Application packets are available:

In Person: City of Saginaw Personnel Office, 333 W. McLeroy Blvd., Saginaw, TX 76179
Online: www.saginawtx.org

Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 require the Cities of Lake Worth & Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

EMPLOYEE BENEFITS

SALARY:	Salary ranges are designed to be competitive with industries and municipalities and additional pay opportunities for advanced certifications.
RETIREMENT:	Texas Municipal Retirement System 7% rate, 2 to 1 city matching contributions, 5 year vesting period and 20-year retirement eligibility
LONGEVITY:	\$6.00 per month of service after the first year. Paid in lump sum check on the First Friday in December of each year.
SERVICE AWARDS:	Service pins awarded for each 5 years of service.
VACATION:	40 hours after 6 months, 40 hours after 1 year 1 year to 5 years – earn 6.70 hours for 8 months, 6.60 hours for 4 months 5 years to 15 years – earn 10 hours per month 15 years to 25 years – earn 13.40 hours for 4 months, 13.30 hours for 8 months 25 years plus – earn 16.70 hours for 8 months, 16.60 hours for 4 months
SICK LEAVE	80 hours annually, 40 hours after 6 months, remaining 40 hours are accrued at 6.70 hours for 4 months, and 6.60 hours for 2 months 1 year plus – earn 6.70 hours for 8 months, and 6.60 hours for 4 months
HOLIDAYS:	New Year's Day, Good Friday, Memorial Day, July 4, Labor Day/September 11 (observed) for Fire, Thanksgiving and following Friday, Christmas Eve and Christmas Day 2 Floating Holidays
INSURANCE:	Medical and Dental, (Employee portion funded by the City, dependant coverage Optional with the City funding a maximum of \$365.00 per month toward dependent coverage) Life 50,000/100,000 (Paid by the City)
UNIFORM:	Provided by Lake Worth-Saginaw
OTHER:	Direct deposit to savings or checking accounts, Disability Plan after 1 year of employment.

EMERGENCY MANAGEMENT COORDINATOR HIRING PROCESS

The hiring process for Emergency Management Coordinator will consist of the following: a review of applicants, selection of preferred applicants to progress to oral interview board(s), interview(s) with the Public Safety Chiefs. Hiring is contingent on results of background check, criminal history, physical examination and drug screen. Applicant(s) with the highest overall ranking may not necessarily be the final applicant(s) chosen. **We reserve the right not to employ any applicant.**

APPLICANT NOTES:	Regular and reliable attendance is required of all employees. The Cities of Lake Worth and Saginaw are at-will employers. The EMC job description is a general summary; it is <u>not</u> an all-inclusive list of job duties, and employees will be required to complete other duties as assigned. Completed applications are required to be considered for employment positions. A resume may be provided but it must accompany the completed employment application.
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For further information about the Cities of Lake Worth and Saginaw, visit our websites at:

www.lakeworthtx.org www.saginawtx.org