

Open Recruitment: Section Chief/Deputy State Hazard Mitigation Officer:
Texas Division of Emergency Management [Austin, Texas]

Section Chief / Deputy State Hazard Mitigation Officer

Agency

[Texas Division of Emergency Management](#)

Department

Hazard Mitigation Division

Salary

\$11,250.00 Monthly /\$135,000.00 Annual [Salary posted is a fixed rate]

Job Location

Austin, Texas

GENERAL DESCRIPTION:

The Texas Division of Emergency Management (TDEM) is an emergency response entity and this status can affect working hours, travel and change in duties as needed. The Deputy State Hazard Mitigation Officer (DSHMO) is responsible for coordinating all aspects of the Hazard Mitigation Unit including statewide comprehensive hazard mitigation planning, grants management, and other related tasks. Primary duties include maintaining the Texas Hazard Mitigation Program, planning and coordinating post disaster mitigation activities between Federal, State, and local governments and non-governmental entities, providing technical assistance to local governments and partners in developing/updating hazard mitigation plans and projects, and assisting in the development of hazard mitigation training.

The DSHMO directly supervises a headquarters-based team that coordinates program-wide activities including coordination with a variety of agencies. In addition, the DSHMO provides hazard mitigation specific direction to regional hazard mitigation grant and planning staff including strategic and programmatic oversight and staff training in collaboration with their assigned regional unit chiefs and assistant chiefs.

Key priority projects include effectively and efficiently managing available grant funds, coordinating the development and implementation of a FEMA Enhanced State Hazard Mitigation Plan, participating in a variety of multi-agency collaborative projects, and increasing the sophistication of the hazard mitigation program in order to better reduce risk in Texas.

This position reports to the assigned division chief.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Coordinates the update of the State's Hazard Mitigation Plan and Vulnerability Assessment.
- Serves as project manager for all aspects of state mitigation planning and grant management, including performing programmatic grant administration and audit preparations.
- Collaborates with partners and stakeholders to reduce duplication of effort between program areas.
- Provides guidance and determines processes for hazard mitigation programs.
- Represents TDEM on task forces, partnerships, workshops, conferences, and hazard mitigation focused forums.
- Serves as the state point of contact for FEMA Hazard Mitigation Assistance (HMA) Programs.
- Trains and coordinates with state, local government, and other officials to ensure correct interpretations and implementation of federal/state rules and regulations.
- Serves as the lead for the FEMA post-disaster Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), and Building Resilient Infrastructure and Communities (BRIC) Programs.
- Coordinates regional staff training and manages the operational aspects of the hazard mitigation program.
- Develops individual work plans, sets performance expectations, and conducts periodic and annual evaluations of team members.
- Initiates performance improvement plans and provides guidance to staff.
- Develop, revise, and implement the Division's hazard mitigation policies including collaboration with a broad range of entities including local, state, and federal agencies, organizations, private industry, military forces, volunteer organizations and others.
- By delegation, may perform some duties of the Hazard Mitigation Division Chief.
- May serve as the State Hazard Mitigation Officer when directed.
- Communicates and interacts with representatives of other state agencies, federal agencies, and local governments to exchange information regarding the hazard mitigation program.
- Coordinates stakeholder groups and committees related to hazard mitigation.
- Conducts program analysis, research studies, legislative assignments, and planning for hazard mitigation programs in Texas.
- Monitor and evaluate policies and procedures as well as monitor compliance with such policies and procedures related to hazard mitigation.
- Travel throughout the state to assist in the coordination of hazard mitigation programs with local governments, state and federal agencies, volunteer groups, businesses, and industry.
- Represents TDEM in workshops, working groups, conferences, and other forms.
- Directly supervise the Hazard Mitigation Unit Staff and others as directed.
- Effectively coordinate the management of various grants including ensuring compliance with all applicable standards, timelines, and requirements.
- May support emergency operations in the State Operations Center or other location as assigned.
- Attend work regularly and observe approved work hours in accordance with agency leave and attendance policies.
- Ability to travel (30 %).
- Performs related work as assigned.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

MINIMUM QUALIFICATIONS:

Education – Bachelor's degree from an accredited college or university in emergency management, business administration, planning, engineering, or other related field or an equivalent combination of education and experience.

Experience – Ten (10) years' work experience in metropolitan or state sector organizations, military organizations or large-scale industrial organizations, of which four (4) or more years must be progressively responsible experience in hazard mitigation programs including FEMA Hazard Mitigation Assistance (HMA) Programs. Three (3)

years or more of supervisory or program management experience. Experience may have occurred concurrently.

Preferred Qualifications:

- Master's degree preferred.
- Experience as a deputy or state hazard mitigation officer as described in 44 CFR 206.433.
- Certification as a Certified Emergency Manager (CEM) by the International Association of Emergency Managers (IAEM), Certified Floodplain Manager (CFM) by the Association of State Floodplain Managers (ASFM), and/or other professional credentials directly related to hazard mitigation.
- Six Sigma, LEAN Six Sigma, or equivalent training.
- Experience in working with FEMA's National Emergency Management Information System (NEMIS) and FEMA GO.

**Relevant work experience may be substituted in lieu of education requirements on a year-for-year basis, with one (1) year experience equivalent to thirty (30) semester hours. A completed advanced degree may also be substituted in lieu of work experience and the hiring supervisor retains this discretion.*

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficiency in grant programs including FEMA Hazard Mitigation Assistance programs;
- Strong organizational skills including project management;
- Ability to create, implement, monitor, and complete applicable performance measures;
- Ability to communicate with tact and diplomacy;
- Proficiency in MS Office and other common software and web-based systems;
- Ability to work with short timelines and address issues urgently and effectively;
- Knowledge of applicable laws, statutes, regulations, guidelines, and policies;
- Strong written communication skills;
- Strong interpersonal communication skills;
- Ability to anticipate and identify issues including bringing issues to resolution;
- Ability to work extended or non-traditional hours such as evenings, weekends, special events, etc.;

REGISTRATION, CERTIFICATION OR LICENSURE:

Within six months of employment, employee must complete IS courses 100, 200, 300, 700, 701, and 800.

****TDEM does not accept resumes in lieu of application through Workday.**

Additional Military Crosswalk (occupational specialty code) information can be accessed at: <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>

All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution's verification of credentials and/or other information required by the institution's procedures, including the completion of the criminal history check.

Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity.

Click Below to Apply

https://tamus.wd1.myworkdayjobs.com/en-US/TDEM_External/job/Austin-TDEM/Section-Chief---Deputy-State-Hazard-Mitigation-Officer_R-032726



Josh Davies | MA, CEM

Division Chief | Hazard Mitigation Division

Texas Division of Emergency Management

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