

## **Public Safety Programs Coordinator Job Description Texas Association of Regional Councils**

**Class No:** B19

**Job Title:** Public Safety Programs  
Coordinator

**FLSA:** Exempt

**Pay Group:** Classified

**Reports To:** Public Safety Programs  
Director (PSPD) &  
Executive Director (ED)

**Summary of Position:** This is a grant-funded position that plans and coordinates the activities of the association related to public safety programs, to include: emergency preparedness, community preparedness, homeland security, criminal justice, emergency communications, disaster recovery and the state Citizen Corps program. The Public Safety Programs Coordinator provides information and assistance to councils of governments (COGs) in planning and implementing public safety programs and assists state agencies that administer public safety programs and initiatives in their work with councils of governments and the councils' local government members. Duties include, but are not limited to, conducting policy analyses and writing communications on policy developments; updating councils of governments on initiatives and planning requirements; supporting the development of state plans; developing and providing appropriate training that will assist COGs in their work with state, internal and local entities; representing the association at state agencies, public forums and on work groups of interest to the association. Under the direction of the Executive Director and Public Safety Programs Director, the Public Safety Programs Coordinator will oversee activities supporting community preparedness efforts across the state, especially those related to the Texas Citizen Corps program.

**Required Knowledge and Abilities:** Experience with or knowledge in the operations and organization of state and local government and a strong interest in public service and emergency management. Law enforcement and/or military experience preferred. Experience working with boards, governing bodies, or with public safety or emergency management related programs preferred.

**Skills:** Excellent written and verbal communications; strong interpersonal skills, ability to: establish and consistently meet deadlines; work in a team environment; effectively manage multiple tasks; communicate goals and issues in public presentations; proficiency with computers (Microsoft Office Suite, Adobe, etc.); work with minimal supervision; strong attention to detail; and establish and maintain effective working relationships with co-workers, clients, and local and state government employees and officials.

**Education and Experience:**

Master's degree and at least three years of progressively responsible experience in government, emergency preparedness, or related work; or

Bachelor's degree and at least five years of progressively responsible experience in government, emergency preparedness, or related work; or

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Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**Other Requirements:** Interest in public organizations and issues. Travel is required; a valid Texas driver's license and be able to drive or have alternate means of transportation is required. Non-smoker.

**Essential Duties:**

Under the supervision of the Texas Association of Regional Councils (TARC) ED and PSPD, the Public Safety Programs Coordinator will:

- Address information needs and provide technical assistance to councils of governments and their local governments as they implement critical plan strategic elements such as mutual aid agreements and interoperable communications; inventories of critical response equipment and teams; community and regional bioterrorism preparedness and law enforcement terrorism prevention;
- Assist and provide the Texas Office of Homeland Security and the designated State Administrative Agency (SAA) with data collection, analysis and information resources;
- Participate in regional SAA conference calls and prepare and distribute notes to appropriate recipients;
- Maintain knowledge of federal and state homeland security funding, allocations and formulas;
- Work with other interested parties to incorporate the "whole community" into emergency plans, including those with functional needs and access challenges, the aging population and youth;
- Serve on and participate in various committees and groups related to public safety;
- Identify, share and exchange regional information and priorities with state agencies to facilitate the incorporation of councils of governments' regional strategies into state strategy and planning activities;
- Coordinate efforts/activities of the Texas Citizen Corps Council in coordination with public safety and community service organizations to design, implement and manage Citizen Corps Programs;
- Plan, coordinate and assist with execution of Citizen Corps Program-related training events and meetings including incorporating other community preparedness groups;
- Coordinate efforts/activities of Texas Citizen Corps Council including federal and state database and reporting requirements;
- Provide technical support and assistance to Citizen Corps teams across the state;
- Assist regional councils and association with grant management, grant applications, and required deliverables such as the Threat Hazard Identification and Risk Assessment (THIRA), State Preparedness Report (SPR), and Implementation Plans (IP);
- Plan, coordinate and assist with execution of full Association and Board meetings;
- Work with appropriate TARC committee chairs to plan meetings and assist with implementation of policy discussion and action;
- Undertake special projects and perform other duties that may be required by the Executive Director or the association;
- Perform all other duties as may be required by the Executive Director or other association directors.

Please send resume and cover letter to [tarc@txregionalcouncil.org](mailto:tarc@txregionalcouncil.org).

**No phone calls please. Applications will be accepted until position is filled. TARC is an equal opportunity employer.**