MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.


JOB GRADE: 16

JOB TITLE: Deputy Director-Training Operations

BI-WEEKLY SALARY: $3,653.84-$4,230.76

LOCATION: 9472 Airport Rd, Conroe, TX 77303

CIVIL SERVICE: NO

SHIFT HOURS: Monday-Friday (8:00am-5:00pm) Subject to change as necessary

SUBMIT APPLICATIONS: Montgomery County Human Resources Department

ADDRESS: 501 N. Thompson, Ste. 400 Conroe, TX 77301

PHONE: (936) 539 – 7886

FAX: (936) 788-8396

E-MAIL: jobs@mctx.org

WEBSITE: www.mctx.org

OFFICE HOURS: Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)

Education, Experience and Skill Requirements

- Bachelor’s Degree in Public Administration, Emergency Management, Fire Safety, Law Enforcement or a directly related field OR five years of directly applied experience in any of the disciplines above may substitute for the degree requirement.
- Extensive knowledge Advanced Law Enforcement Rapid Response Training, certified trainer in ALERRT, AAIR, CRASE.
- Computer; verbal and written communication; organization skills; interpersonal skills and the ability to deal effectively with the public, other employees, and elected/appointed officials.
- NIMS 100, 200, 700 and 800 REQUIRED; 300/400 preferred.
- Must have ability to multi-task in a fast paced environment
- Must possess a valid Texas driver’s license and a reliable mode of transportation
- Knowledge of planning methods and techniques, plan formulation, training and exercise, coordination techniques, public information techniques (including social media, website and press release development) and planning implementation strategies are required.
- TCOLE Certified (Required), NREMT or DSHS Certified EMT-B or Higher (Required) TCFP Structural (Preferred)

Primary Job Duties

- Primary office will be based at the Montgomery County Special Threat Training Facility.
- Coordinate and collaborate with additional training partners to effectively utilize training facility to its fullest capacity.
- Act as point person for training and exercises at STTF and for OHSEM in the broader county.
- Coordinate special projects, construction and design of Special Threat Training Facility.
- Coordinate special projects, including planning, research, presentations, and evaluations as assigned
- Attend training and provide training to the community on topics relevant to their needs.
- Will be assigned duties in the Emergency Operations Center during all activations and will be on call 24/7.
- Participate in Regional Catastrophic Planning Grant/RCPT meetings and applicable technical
- Administer software and programs specific to Homeland Security and Emergency Management
- Provide guidance and technical assistance to other staff members, agencies, organizations and jurisdictions. Including conducting hazard/risk analysis.
- Complies data, prepares and submits reports as required to fulfill grant conditions for this position.
- Work in conjunction with Montgomery County Sheriff’s Department Command Staff assigned to STTF to ensure a collaborative working partnership and maximizing utilization of the facility and personnel.
- Keep STTF operational at all times and assist OHSEM with fulfilling STTF’s ability to serve the community and FRO’s during times of disaster or crisis.
- All other duties as assigned by Director OHSEM.

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = $20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = $22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No: 406-9528-0
Requisition No: 3296
Date Posted: 08-24-2023

Equal Employment Opportunity Employer