

EMERGENCY MANAGEMENT COORDINATOR

position profile
for the city of
cedar park, texas



SELECTION PROCESS

The City of Cedar Park is seeking the ideal candidate for the position of Emergency Management Coordinator.

This is an outstanding opportunity to provide leadership and senior management to one of the most vibrant and progressive communities in Texas. Cedar Park is one of the fastest growing cities in the nation with a population of approximately 54,000 people. From a population of only 5,161 people in 1990, Cedar Park has exploded on a resident popularity and livability scale, developing to its present population and status as an urban center in just 21 years.

Applications will be accepted on or before September 28, 2011.
All inquiries and applications should be directed to:

Bill Peterson, Senior Vice President
Strategic Government Resources, Inc.
Bill@GovernmentResource.com
469-450-4442
ELECTRONIC SUBMITTALS ARE PREFERRED



**CEDAR
PARK**

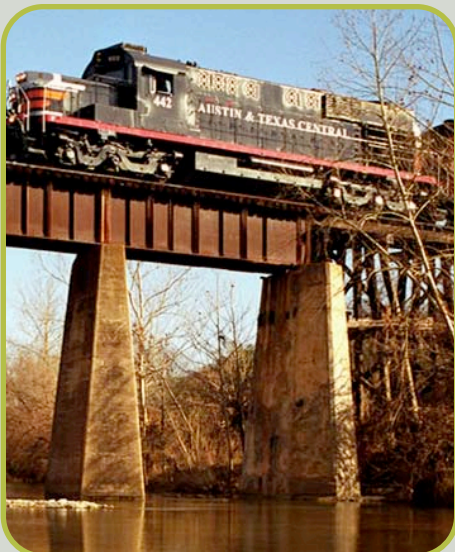
ABOUT THE CITY OF CEDAR PARK

As the third largest city in the Austin metropolitan area, Cedar Park is an integral and recognized component in the rapid growth and economic prosperity of Central Texas. Known for its excellent schools, stable and conservative city government and a pro-business attitude and environment, the City was named by Family Circle Magazine as “One of the Top 10 Places To Raise a Family”. The community was specifically highlighted for its abundance of amenities, relaxed lifestyle, attractive neighborhoods and parks and effective and responsive municipal government. Cedar Park offers the best of small community life, with attractive and family friendly neighborhoods and businesses. The City is located only 17 miles from downtown Austin and on the edge of the beautiful Texas Hill Country and Central Texas Highland Lakes Region. Austin Bergstrom International Airport, providing air service to a broad variety of destinations, is a comfortable 30 minute drive away.

Cedar Park offers something for everyone. Abundant and varied shopping, dining and other service industries and providers are in close proximity. Access to top quality medical care is unmatched, with the new, state-of-the-art Cedar Park Regional Medical Center, along with numerous nationally recognized acute care hospital facilities and specialty physicians located within a 25 mile radius of the City. The public school system in the community has received “Recognized Ratings” from the Texas Education Agency (TEA). Residents are only 8 miles from scenic and popular Lake Travis and have access to Twin Creek Country Club and 32 other golf courses within a 25 mile radius. Cedar Park has more than 860 acres of parkland. There are 14 Texas State Parks within 60 miles of the City, as well as the Balcones Canyonland National Wildlife Refuge which has numerous scenic Hill Country hiking trails and ample bird and wildlife viewing. The exciting new Cedar Park Center Arena is home to the Texas Stars AHL ice hockey team and the Austin Toros of the NBA Development League. The Center also hosts concerts, family and trade events and conferences. Access to nearby Austin, with its internationally recognized variety of music, cultural, recreational and sporting amenities along with travel to other adjacent communities, is easy due to existing highways and roadways.

ABOUT THE CITY ORGANIZATION

The City of Cedar Park is a full service Texas Home Rule Municipality, which by Charter, operates under the Council-Manager Form of Government. Legislative authority is vested in a 7 member City Council, with the Mayor and the 6 Council Members elected at-large. While the Mayor and Council are responsible for setting overall policies and goals, the City Manager oversees and administers day-to-day operation of the City. The present City Manager has served since



2005 and has been employed with the City since 1996. The City Management staff includes 2 Assistant City Managers and an Assistant to the City Manager position.

The City of Cedar Park workforce is comprised of 391 dedicated employees. The City is presently organized into 20 functioning departments including: Police, Fire, Economic Development, Planning and Development, Finance, Human Resources, Information Technology, Library, Emergency Management, Media and Communications, Engineering, Municipal Court, Parks and Recreation and Water and Wastewater Utilities. The 2010/2011 Annual Budget totals approximately \$ 101 million dollars with a General Fund of approximately \$ 30 million reflecting a \$ 0.4935 ad-valorem property tax rate, the fourth lowest in the Austin area. The proposed 2011/2012 Annual Budget maintains the current ad-valorem tax rate. Issues facing the city organization in the near term include: Annexation; Renovation and relocation to a new City Hall facility; Continuation of ongoing infrastructure improvements and maintenance; Continuation of effective Regional governmental partnerships; Ongoing economic development efforts and Developing and implementing sustainable growth, redevelopment and neighborhood enhancement policies associated with the City being landlocked and having an available land inventory for total build out in approximately 10 years.



ABOUT THE EMERGENCY MANAGEMENT COORDINATOR POSITION

The City of Cedar Park is committed to developing a comprehensive all-hazards emergency management capability that meets the needs and expectations of both senior staff and elected officials and the residents of the community. The position of Emergency Management Coordinator was recently created as a position that reports directly to an Assistant City Manager, the City Manager and Emergency Management Director (Mayor) as the situation may warrant. The Emergency Management Coordinator is expected to plan, develop, implement and administer city-wide policies and programs related to emergency management; measure program effectiveness and recommend enhancements and improvements to the city's Emergency Management Plan in order to achieve a high level of preparedness and response capability to risks likely to impact the community.

The duties and responsibilities of this position were previously fulfilled by the Assistant Fire Chief position in the fire department as a collateral duty. This newly created position was established as a standalone function in order to achieve an elevated day-to-day focus of the emergency management function in the community. The Emergency Management Coordinator occupies an office at City Hall and the current location of the city's Emergency Operations Center (EOC) is in the Police Department. The Emergency Management Coordinator and the city's EOC will be relocated to a new City Hall upon completion of the renovation of an existing commercial building in the city. The city's relocated EOC will be a multi-purpose facility that will be utilized as the city's functional command center during all-hazard emergency incidents. The position also serves as the Coordinator for citizen/civilian groups associated in providing assistance during an emergency response (i.e. CERT).

EDUCATION AND EXPERIENCE

The Emergency Management Coordinator will be a key member of the City's management team and will require highly developed technical skills, the ability to perform well under pressure, and the capacity to meet deadlines. The ability to develop and maintain credibility and trust with the City staff and elected officials, the public, cooperating agencies at the local, state, and federal level is required. The successful candidate will be experienced in a political environment and have the ability to successfully build consensus between City Departments and other governmental agencies including the State. The successful candidate will have an in-depth knowledge and experience in emergency preparedness and response and well versed in associated resources, grants, and funding opportunities and mechanisms.

The successful candidate must have the knowledge, skills, and abilities to be a consensus builder and to bring various groups from around the community together towards a common purpose. He/she must be well versed in the art of negotiation and compromise in order to facilitate collaboration among staff working together in an emergency situation. The Emergency Management Coordinator must possess strong interpersonal skills and must be able to present themselves in a professional manner before various elements of the community.

A minimum of a Bachelor's degree in Emergency Management, Public Administration, or a related discipline is required. Candidates should demonstrate extensive knowledge of administrative and legal requirements in local governments, knowledge of the Incident Command System (ICS) and the Integrated Emergency Management System (IEMS), complete familiarity with the National Incident Management System (NIMS), as well as an understanding of an all-hazards approach to emergency management. Certified Emergency Management (CEM) certification from the International Association of Emergency Managers (IAEM) is strongly preferred and must be obtained within twelve to eighteen months of appointment if not currently held. Texas Emergency Management (TEM) certification is a plus, but will not be recognized as an equivalency to CEM certification. A Class C Texas driver's license is required and an FCC Amateur Radio operator's license at the Technician level or higher is desirable.

The candidate must have a minimum of three years, but preferably five years, professional service in emergency management, public safety, law enforcement, fire administration, public works, or a closely related field. A minimum of three years management and supervisory experience is highly desired. The successful candidate must have demonstrated experience serving in a leadership capacity in the area of emergency management. The successful candidate must have the demonstrated ability to make decisions, keep elected officials and the City Manager and Assistant City Managers advised and informed at all times and the demonstrated ability to create a City Emergency Management program that is respected and admired in the community. The candidate's background should include major efforts in emergency





management planning and implementation that involves multi-agency participation and cooperation. The ideal candidate will have obtained this type of experience in a local government, county, regional, state, or federal emergency management organization. The successful candidate must be adept at public relations and communications with the public.

While the City of Cedar Park has established minimum qualifications for the position of Emergency Management Coordinator, the key selection criteria will be to select a candidate with a demonstrated record of excellence in the required elements and proficiency levels of the position. The City may elect to accept substitutions for some of the required education and/or experience based upon the total professional background and credentials of individual candidates.

COMPENSATION AND BENEFITS

The starting salary will be commensurate with the background and qualifications of the successful candidate. The City of Cedar Park has a generous benefits program including the Texas Municipal Retirement System (TMRS) at the maximum contribution and matching rates, health, dental, life insurance, paid vacation, and sick leave. Working conditions within the City of Cedar Park are outstanding and the city offers its residents a superb quality of life. Residency in the City of Cedar Park is strongly preferred.

APPLICATION SUBMITTALS

Prospective candidates may secure more information or formally submit an application for consideration to Bill Peterson, Senior Vice President, no later than September 28, 2011, at the contact information noted at the beginning of this Profile. Electronic submittals are again preferred. The City of Cedar Park is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as Finalists will be subject to a comprehensive background check.

ELECTRONIC SUBMITTALS ARE PREFERRED

