



THE CITY OF
BURLESON
TEXAS

**EMERGENCY
OPERATIONS MANAGER**
Burleson, Texas

Recruitment Services Provided By



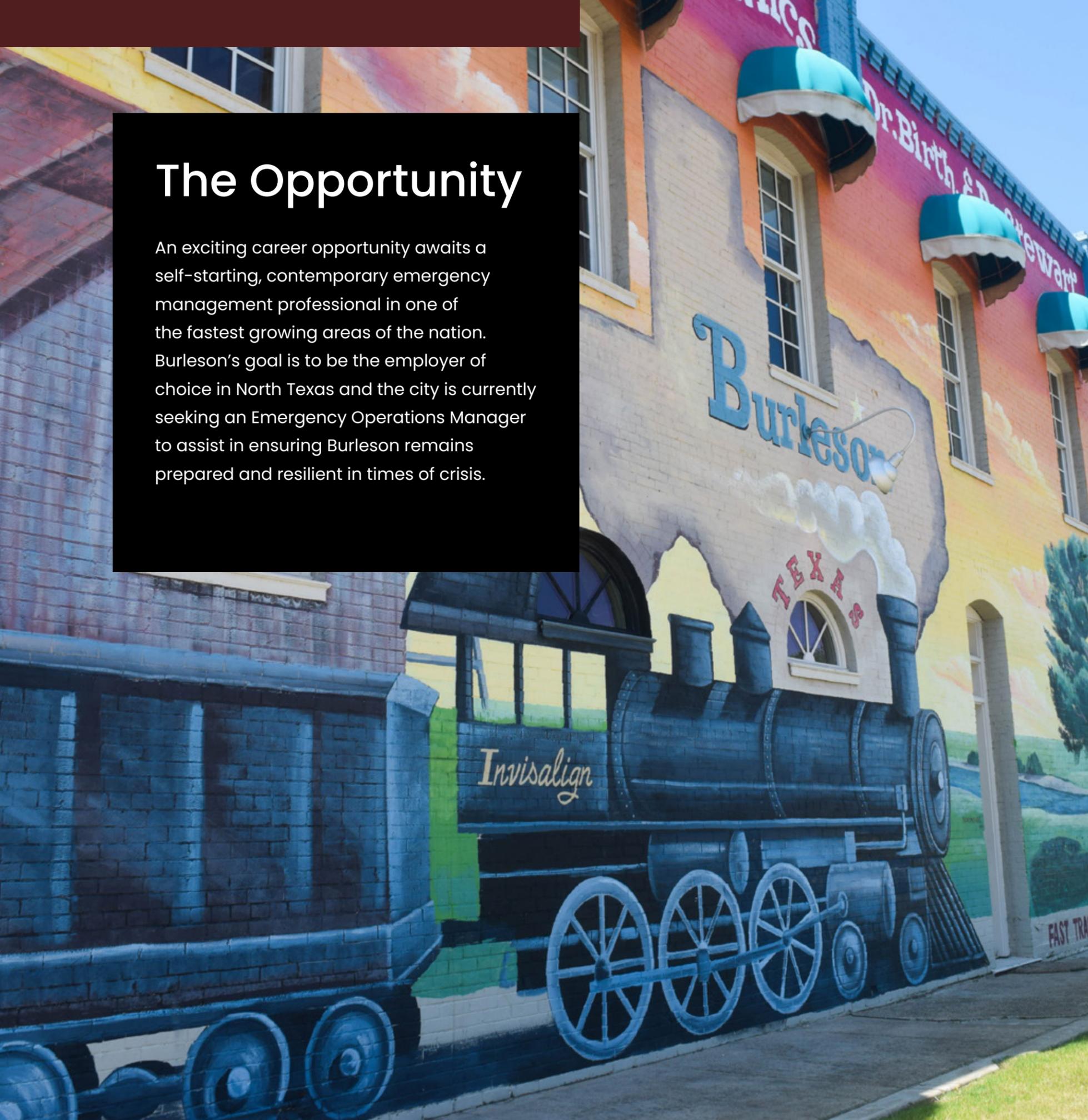
The Opportunity

An exciting career opportunity awaits a self-starting, contemporary emergency management professional in one of the fastest growing areas of the nation. Burleson's goal is to be the employer of choice in North Texas and the city is currently seeking an Emergency Operations Manager to assist in ensuring Burleson remains prepared and resilient in times of crisis.

About Burleson

Located on the southern edge of the flourishing Dallas-Fort Worth metroplex, the City of Burleson has a population of just over 50,000 residents in a land mass of 28 square miles. Burleson has been progressive in attracting businesses for economic development to diversify its tax base, as well as establishing development agreements within its extraterritorial jurisdiction to manage growth strategically outside its current borders.

The City of Burleson's family-oriented environment, outstanding schools, plentiful and affordable land, and rolling hills have made it a desirable community to live, work, and play. Burleson residents have placed a high value on nature and recreation with over twenty parks encompassing over 550 acres. The school districts serving Burleson consistently outperform state and national averages in college entrance exam scores, and its quality of life is further enhanced by a very low crime rate. Burleson is clearly a city on the move and the next Emergency Operations Manager will play a key role as the city continues to evolve and prosper.

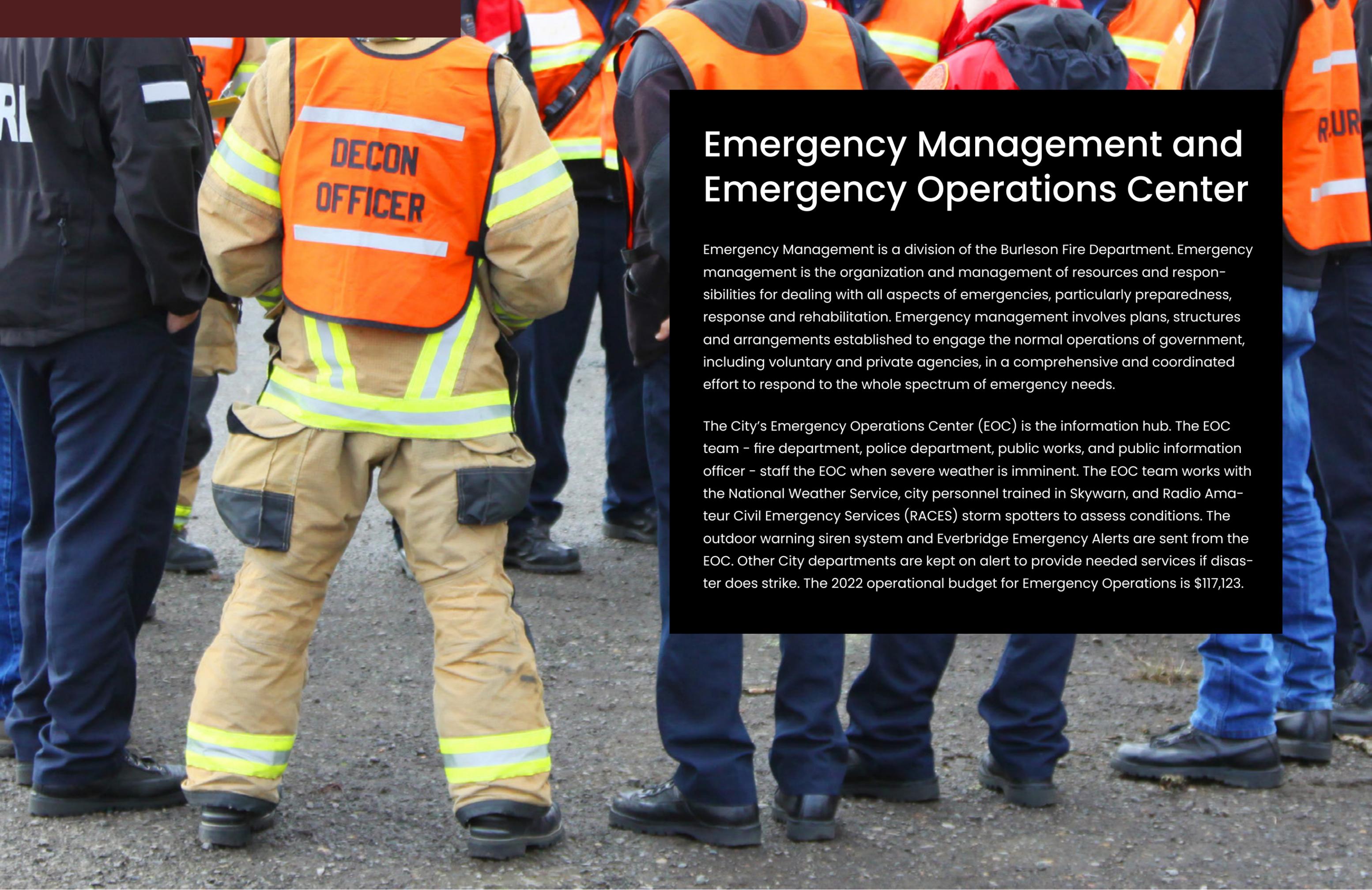


City Government

The City of Burleson operates under a Council-City Manager form of government. Citizens are represented on the City Council by the mayor and 6 council members, all elected at large to serve 3-year terms without limits. The Council is responsible for policy-making and general oversight and appoints the City Manager to conduct daily operations through a professional staff in accordance with the law and appropriate procedures. The City Council also appoints a City Attorney, a City Secretary, and a Municipal Judge.

The City Manager leads the provision of a full slate of municipal services, carried out by 461 full-time equivalent staff and a FY21-22 adopted budget of \$204.3 million.





Emergency Management and Emergency Operations Center

Emergency Management is a division of the Burlison Fire Department. Emergency management is the organization and management of resources and responsibilities for dealing with all aspects of emergencies, particularly preparedness, response and rehabilitation. Emergency management involves plans, structures and arrangements established to engage the normal operations of government, including voluntary and private agencies, in a comprehensive and coordinated effort to respond to the whole spectrum of emergency needs.

The City's Emergency Operations Center (EOC) is the information hub. The EOC team – fire department, police department, public works, and public information officer – staff the EOC when severe weather is imminent. The EOC team works with the National Weather Service, city personnel trained in Skywarn, and Radio Amateur Civil Emergency Services (RACES) storm spotters to assess conditions. The outdoor warning siren system and Everbridge Emergency Alerts are sent from the EOC. Other City departments are kept on alert to provide needed services if disaster does strike. The 2022 operational budget for Emergency Operations is \$117,123.

The Position

Reporting to an Assistant Fire Chief, the Emergency Operations Manager manages, develops, implements, coordinates, and maintains the City's Emergency Management Program, which includes emergency operations plan development, training, preparation, response, and recovery from any emergency or disaster that affects the city. The Emergency Operations Manager additionally ensures readiness and responsive operation of the Emergency Operations Center, along with coordinating emergency management and operational activities with those of other departments and divisions and outside agencies and organizations.

Noteworthy job duties for this position include:

- Developing, evaluating, and updating emergency operations plans, coordinating resources and acting as a liaison with various community groups, response or volunteer organizations, divisions, departments, and City, County, State and/or Federal officials.
- Ensuring the proper implementation and management of emergency operations plans for various emergency situations.
- Representing the City in regional, statewide and national committees, boards, commissions, roundtables, forums, and hearings to develop emergency plans.
- Developing and maintaining relationships with external parties for effective emergency management plans, securing agreements and support with other government entities, community partners, volunteers/volunteer organizations, and rapid response organizations.
- Developing and conducting emergency drills, tabletop exercises, functional and full-scale exercises with multiple departments, regional, city and county agencies, community partners, private sector, state and federal agencies to prepare for emergencies and disasters.

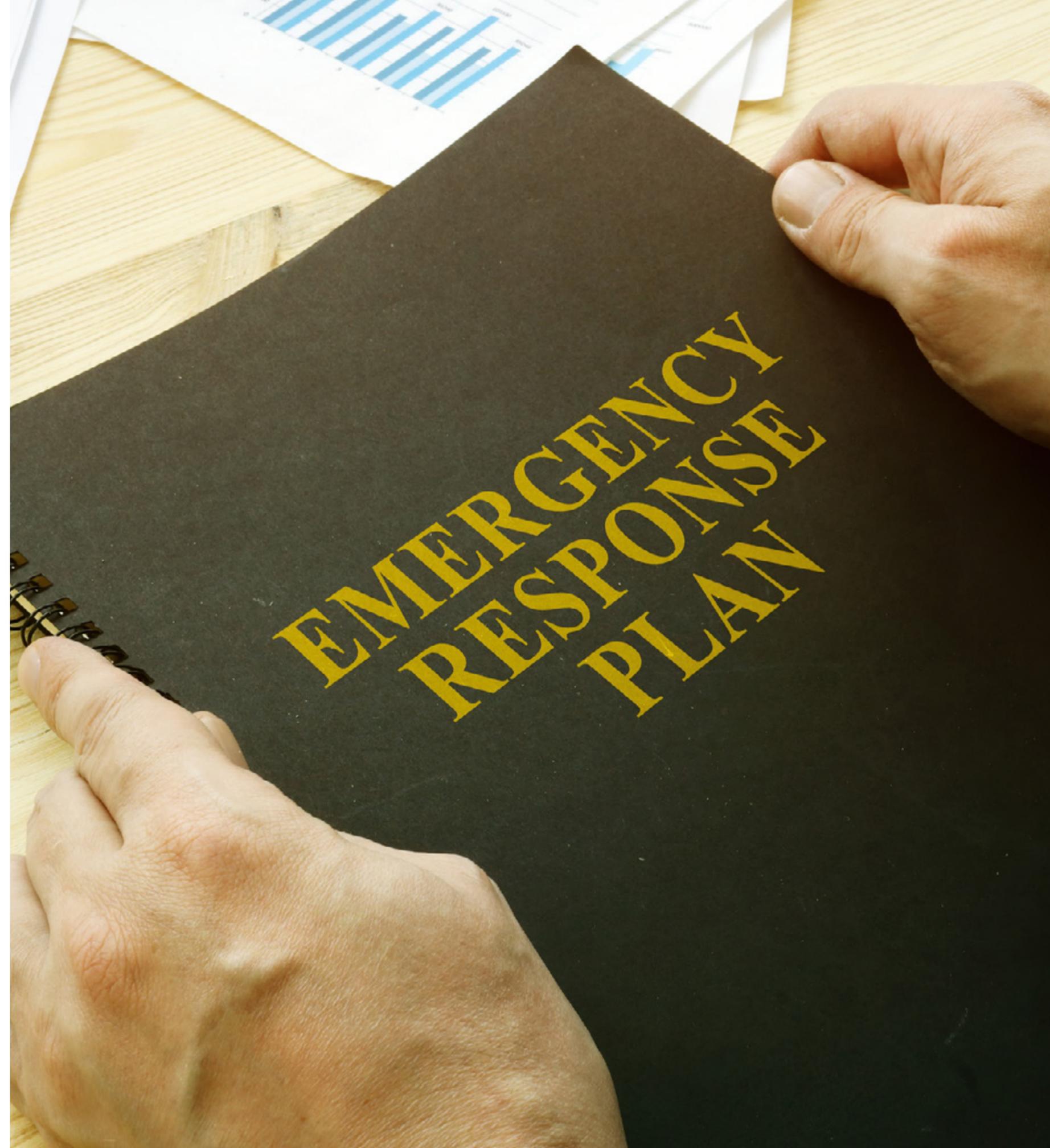
- Providing technical assistance and advice to various City departments in planning for emergency and disaster situations.
- Ensuring readiness and proper operations of the Emergency Operations Center or specified location including supplies, materials, equipment, devices, hardware and software.
- Functioning within and/or overseeing the Emergency Operations Center or specified location during emergency and non-emergency incidents including but not limited to major weather monitoring, emergencies, disasters, training exercises and special events.
- Preparing and presenting public awareness programs to civic groups, medical facilities, schools, and other organizations.
- Applying for and managing grant programs or other funding sources for emergency management activities.



Challenges & Opportunities

The next Emergency Operations Manager will be presented with a number of known challenges and opportunities in which to excel including:

- The next Emergency Operations Manager will have the opportunity to make a thorough assessment of the City of Burleson's emergency response capabilities and recommend changes that move the organization and community toward a higher level of preparedness.
- An opportunity exists to ensure all city staff are trained and prepared to assist in Emergency Operations Center roles and responsibilities. Closely related is the need to work collaboratively with all City departments in pursuit of this important purpose.
- Expertise in designing and delivering table-top exercises for staff and allied partners will be a focus of the next Emergency Operations Manager.
- Enhancing the City's Emergency Management website to be as informative as possible for the community presents an opportunity for the next Emergency Operations Manager.
- The Emergency Operations Manager will continue to forge collaborative partnerships with allied agencies and with Johnson County in order to ensure all partners work together when the need arises.



Ideal Candidate

The ideal candidate for the position of Emergency Operations Manager will possess certain traits and experiences that will lead to success:

- A thorough understanding of Emergency Management best practices and a clear recognition of the on-call nature of this position is essential.
- A collaborative style and understanding of the importance of working with multiple stakeholders and allied agencies will be essential to the success of the next Emergency Operations Manager.
- The ability to deliver effective training to employees across a variety of areas will be an asset, as the City aims to provide emergency operations training for staff.
- The ability to proactively identify conditions or circumstances that could lead to emergency situations will be necessary for the next Emergency Operations Manager in order to keep people prepared and leadership properly advised.
- Excellent communication skills will assist the successful candidate with presentations to City Council, staff, the community and other groups.
- Expertise in Emergency Management policies and procedures will benefit the next Emergency Operations Manager and the City.
- A strong focus on community risk reduction and prioritization will be necessary for success.
- The ideal candidate will be proficient and forward-thinking with respect to technology to ensure the Emergency Operations Center and warning systems are properly configured and maintained to maximize efficiency/effectiveness for preparedness and during EOC operations.

Qualifications

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying; however, the most qualified candidates will possess the following:

Education: A Bachelor's degree in Emergency Management, Public Administration, or another closely related field.

Experience: Three (3) years of progressively responsible work experience in Emergency Management, training and exercise design and implementation.

Registration as a licensed Professional Engineer in the State of Texas is desired.

Certifications:

- Certified Emergency Manager (CEM) and EMI Master Exercise Practitioner are preferred.
- IS 100, 200, 300, 400, 700 and 800 within 1 year of date in position.

Additional Requirements:

- Possession of a valid Texas Class "C" or equivalent state driver's license with a good driving record.
- Ability to respond and report to the City of Burleson Emergency Operations Center (EOC) within 30 minutes.

Compensation & Benefits

The salary for the Emergency Operations Manager is **up to \$118,830**, depending upon experience. In addition, the city offers an excellent benefit package as outlined below. Key benefits include:

- **Retirement:** Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 match by the City of Burleson.
- **Insurance:** The City provides excellent insurance benefits for employees including two health plan options, and dental and vision coverage. Additionally, life insurance, long-term disability, and an Employee Assistance Program are City provided. Employees have the option to purchase additional life insurance for themselves and their dependents.
- **Leave:** The selected candidate will receive vacation and sick leave, in addition to paid holidays, a personal day, and a wellness day, provided criteria are met.





The Recruitment Process

Candidates are encouraged to apply immediately, as this recruitment will close once a sufficiently strong candidate pool has been established.

Confidential inquiries are welcomed to Bryan Noblett or Greg Nelson at (916) 550-4100.

Interested candidates may apply online at mosaicpublic.com/careers.

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.

The City of Burleson is an Equal Opportunity Employer.