

MADISON COUNTY JOB POSTING

ASSISTANT EMERGENCY MANAGEMENT COORDINATOR/ASSISTANT TO RURAL DEVELOPMENT COORDINATOR

Office of Emergency Management, Rural Development, 911 Database Management,
Floodplain Management, Subdivisions, and Solid Waste / Recycling

ABOUT THIS DEPARTMENT:

This department is responsible for all aspects of Emergency Management – Mitigation – Preparedness – Response – Recovery, and coordinates with all jurisdictions, agencies and departments involved in same. This department is also responsible for rural development within the unincorporated areas of Madison County including floodplain management, address management, 911 coordination, database management, developmental permitting, subdivision development, grant writing and administration. This department assists the septic inspector and food inspector, supports all other county offices, and works under the direction of the County Judge. This department also coordinates Solid Waste grants and recycling projects. This department is proud to share in support of our community.

GENERAL INFORMATION:

LOCATION: 101 West Main, Suite B-13, Madisonville, Texas 77864

POSITION WORK SCHEDULE: Monday – Friday 8 a.m. – 5 p.m. and 24-hour call as needed
May be required to work overtime or irregular hours for compensatory time off.

DATE POSTED: September 19, 2025

CLOSING DATE: Until Filled

STATE DATE: October 1, 2025

SALARY: Up to \$26.00 per hour based on experience and education

SUPERVISORY: This position is a non-supervisory position.

SUPERVISOR: Reports to Coordinator of this department.

QUALIFICATIONS:

Minimum High School Diploma or General Education Degree (GED).

Prefer College Degree or Previous Experience in emergency management, floodplain administration, subdivisions, permitting, emergency response, or related fields for at least 4 years.

Must be able to manage time and demands in a high stress environment.
Must be at least 18 years old.
Must be able to lift at least 50 pounds.
Must be able to sit, stand or drive for long periods of time.
Must be able to be certified in Emergency Management and Floodplain Management.
Must be bondable.
Must have valid Texas driver's license.

REQUIRED SKILLS:

Excellent verbal and written communication skills with a variety of people.
Ability to lead a team effectively, identify strengths in others, and team build.
Must have good interpersonal skills.
Must have excellent technology skills and be able to adapt to new software and apps.
Must work well under pressure.
Must be able to speak and hear in a loud environment, utilize handheld communication devices, telephones, computers, GPS, and other devices.
Must be able to send and receive text messages and other non-verbal communications.
Must be able to perform general administrative work and utilize computer skills.
Must be able to establish and maintain effective working relationships with coworkers, partner organizations, and all levels of government officials.

PREFERRED CERTIFICATIONS:

Prefer current certification from Emergency Management Association of Texas (EMAT) or International Association of Emergency Managers (IAEM).
Prefer current certification from Texas Floodplain Management Association (TFMA).
Desire education and/or experience with code enforcement, development, floodplain management, planning, and real property deeds, surveys and documentation.
Prefer Geographical Information Systems (GIS) experience, training, or certification.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Primary duty is to assist the Coordinator as needed with any or all departmental duties.
May be called out at any time to respond to emergencies within Madison County and to other emergencies requiring a regional response.
Responses may include but not be limited to major fires, weather-related events, natural disasters, motor vehicle accidents, leaks, explosions, and/or hazardous materials spills or other situations that require support, documentation of response actions, monitoring of

cleanup operations and coordination with local/regional/state/federal/regulatory agencies. Assists Coordinator with all aspects of planning as needed, including the updating and maintenance of the Madison County Interjurisdictional Emergency Management Plan, Annexes, Appendices, the Hazard Mitigation Action Plan, and related documents. Monitors severe weather situations that could affect Madison County, providing support as needed.

Assists the Coordinator with related grants and reimbursement programs.

Assists the Coordinator in the inventory, maintenance and management of county-owned assets, including radio subscriber units and equipment.

Assists the Coordinator with preparation of the departmental budgets, reports and records.

Assists the Coordinator with public awareness programs, training, systems and apps.

Attends meetings and trainings as directed by the Coordinator.

Assists the Coordinator with Rural Development, Floodplain Management, Subdivision Development, Solid Waste and Recycling Projects as directed.

Creates visual products to support the efforts of this department including flyers, pamphlets, maps, diagrams, and other products.

Creates social media content to support the efforts of this department.

Assists in maintaining the department's website content.

Upon direction by the Coordinator, may be fully responsible for various aspects of the processes and procedures of this department.

APPLICATION INSTRUCTIONS:

Please send Cover Letter and Resume with Application (found on <https://www.co.madison.tx.us/page/madison.Jobs.Openings>) or by email to shelly.butts@madisoncountytexas.org or in person at 101 West Main, Suite B-13, Madisonville, Texas 77864

MADISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.