

Grand Prairie
T E X A S



Emergency Management Coordinator POSITION PROFILE

Grand Prairie Public Safety Headquarters
Grand Prairie Population 178,000 • gptx.org

THE POSITION

The City of Grand Prairie is seeking a strong and innovative leader to manage the Emergency Management program. The new Emergency Management Coordinator (EMC) needs to have exemplary communication skills and be able to present clear, concise and precise information to city departments and political officials. The EMC will report directly to the Fire Chief but will work in close partnership with the Chief of Police for grant administration and disaster preparedness/mitigation. The EMC will need to be energized as the outgoing EMC set a high bar to follow. Currently, these are the ongoing projects or issues that will need to be addressed immediately.

- Evaluate an additional Emergency Management staff position to include but not be limited to an Administrative Assistant, Emergency Management Specialist, Emergency Management Planner, or some kind of Intern program. Approval for one staff position is approved but will need to be evaluated under the city job description process.
- Transition all grants and programs to the new EMC.
- Prepare the implementation of a new outdoor warning system as the City has budgeted \$700,000 for replacement and enhancements.
- Update and enhance the Emergency Operations Center.
- Coordinate the Special Event Ordinance update.

The EMC will need long-term vision to evaluate the City of Grand Prairie Emergency Management Plan and all annexes. Additional city-wide exercises will need to be continued as well as a comprehensive all-hazards plan to include the evaluation of transportation networks, mass-gathering locations and critical infrastructures.

The City of Grand Prairie has within the geographical boundaries four counties, several school districts, and is surrounded by densely populated cities. A collaborative approach will be critical for the EMC to build and foster relationships with all other governmental agencies. Participation with the North Central Texas Council of Governments will be a requirement for the EMC.

CITY MISSION STATEMENT

Create Raving Fans by Delivering World Class Service

THE COMMUNITY

Conveniently located between Dallas and Fort Worth, Grand Prairie is the 15th largest city in Texas and in the top 150 nationwide. Grand Prairie, population 178,000, offers relaxation, family fun and friendly neighbors. With four school districts from which to choose, families have many options when it comes to the education of their children. In Grand Prairie, families who have lived here for generations welcome newcomers who move here for the same reasons the natives don't leave — location and hometown atmosphere.

The U.S. Census listed Grand Prairie as one of the fastest growing cities in the nation in 2005 and 2006. *Money Magazine* listed Grand Prairie a **Best Place to Live** in 2008.

With a park system recently named **Best in the Nation**, businesses and residents feel right at home. Fifty-eight parks include the award-winning Summit Active Adult Center, a conference center, three recreation centers, golf courses, public swimming pools, softball and baseball complexes, soccer fields, tennis courts, a camp ground, beach parks, an aggressive skate park and football fields. With a ¼ cent sales tax devoted to parks, improvements to parks throughout the city are made annually.



More than 10 million people a year visit Grand Prairie's entertainment and tourist attractions: the Premium Outlet Mall, Lake Joe Pool, Lone Star Park Class I Thoroughbred Horse Race Track, Verizon Theatre, Louis Tussaud's Palace of Wax, Ripley's Believe It Or Not, Traders Village flea market, historic Uptown Theater, Farmers Market, Turner Park Disc Golf Course and QuikTrip ballpark, home of the Grand Prairie AirHogs minor league baseball team.

DEMOGRAPHICS

According to 2010 U.S. Census, 42 percent of Grand Prairie residents are Hispanic of any race, 30 percent are Caucasian, 20 percent are African-American, and 8 percent are other. Forty-two percent are 24 and younger, 45 percent are 25-54 years old and 13 percent are 50 and older.

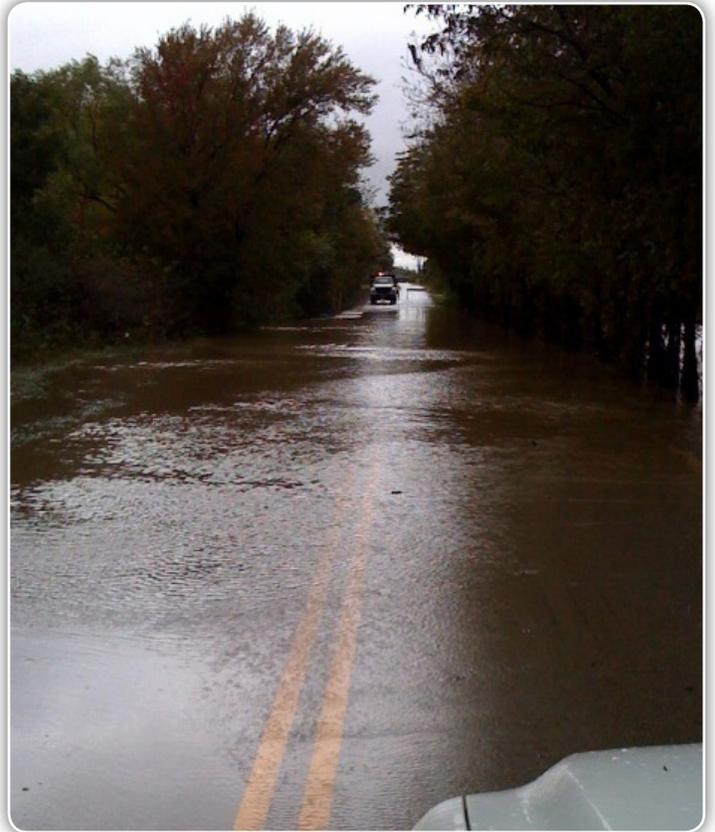
Single-family homes number almost 42,000 and multi-family units total about 17,000. The median household income is \$52,733.

Grand Prairie boasts a wide range of housing stock for all income levels, from quaint older homes to spacious new homes. The average price of a new home is \$226,770.

THE CITY GOVERNMENT

The City of Grand Prairie is a Council-Manager form of government. A Mayor and eight Council members provide policy direction. Six Council members represent single member districts. Two are elected at large.

The city provides a full range of services, from aviation to water, planning to public works, environmental services to parks, fire to ambulances, police to courts and more. The 2013-14 operating budget is \$236 million, with a General Fund budget of \$111 million. The city employs approximately 1,205 full-time employees.



LOCATION

The city is located directly between Dallas and Fort Worth. Just five minutes south of DFW International Airport, the city enjoys easy access to anywhere and everywhere on Interstates 20 and 30, State Highways 161 and 360, Loop 12 and Spur 303. Grand Prairie stretches 30 miles long by 8 miles wide and covers 81 square miles.

THE REQUIREMENTS

Experience

- 3 years-experience in Emergency Management with city, county, state or Council of Governments.
- Experience working with Fire and Police executive staff.
- Progressive responsibility with grant management.
- Broad experience with all phases of Emergency Management.
- Experience working within a multi-cultural community.
- Understand shared resources and be able to support numerous departments.
- Understand city government and have experience presenting to political officials.
- Experience in a rapid paced environment with multiple deadlines and projects.



Education and Training

Bachelor's degree in Emergency Management or related field. Master in Public Administration or related field would be optimal. Be able to obtain the Certified Emergency Manager from the International Association of Emergency Managers (IAEM) OR from the State of Texas CEM certification within a year of appointment. FCC Amateur Radio License within 12 months of appointment is required as well. Possession of a valid driver's license and must be able to meet the City of Grand Prairie driving requirements.

Compensation and Benefits

The City of Grand Prairie offers a competitive starting salary depending upon qualifications. The salary is considered an executive level and has a range of \$58,543 to \$93,668 and the successful applicant will be placed within the range based on experience and final interview negotiations. Other benefits to the position include a take-home vehicle (depending upon residency location), and a very competitive benefit package to include TMRS retirement, vacation, sick leave, health insurance, and other fringe benefits which can be found on the City of Grand Prairie Human Resources website. Relocation expenses will be considered.

To be Considered

Apply online at <http://jobs.gptx.org>. Resumes can be downloaded once an account is created. The position is open until filled but the first review of applications is expected before November 8. Initial phone interviews will commence by November 18 with final interviews with the hiring panel to begin during the first week of December. Depending upon timing and background checks, the new Emergency Manager for the City of Grand Prairie will be hired before or around January 1, 2014.