

# EMPG STAFF JOB DESCRIPTION

|                                |               |
|--------------------------------|---------------|
| <b>Jurisdiction Name</b>       | Collin County |
| <b>Staff Member Name</b>       | Jason Lane    |
| <b>Position Title</b>          | Assistant EMC |
| <b>Description Prepared By</b> | Kelley Stone  |
| <b>Date Prepared</b>           | 12/11/12      |

## JOB DESCRIPTION

Current Job Description Attached

See Below

A. Provide a general description of the duties performed by this staff member.

Under the direct supervision of the Collin County Homeland Security Director, performs emergency management duties for the Department of Homeland Security Director during all drills, disasters and emergencies. Serves as Emergency Management Coordinator when Director of Homeland Security Director is not accessible. Responsible for increasing all-hazard strategic and analytical capabilities in the North Central Texas Fusion System, specifically in the areas of emergency management, public health, transportation, and critical infrastructure. Increase emergency management and public health participation and data-sharing in the North Central Texas Fusion System, as well as improving the critical infrastructure data-set in the North Central Texas area. Performs other duties as assigned.

B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.