



**SAGINAW- LAKE WORTH  
JOB OPPORTUNITY ANNOUNCEMENT  
EMERGENCY MANAGEMENT COORDINATOR**



OPENING DATE: January 18, 2023 CLOSING DATE: Open Until Filled  
COMPENSATION: \$77,799 – \$98,553 DOQ  
FLSA Exempt  
Emergency Management Coordinator Vehicle Provided  
WORK SCHEDULE: 5 days per week, 8 hours per day - typically Monday through Friday. Other hours as assigned. On call as assigned.  
RESIDENCY: Must reside within 45-minute drive time from Lake Worth-Saginaw area

**MINIMUM REQUIREMENTS**

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.  
EDUCATION: High School Diploma or equivalent. Bachelor's Degree in Emergency Management, Public administration, or related field preferred; or an equivalent combination of education and emergency management or emergency service experience to perform the duties and functions as outlined within accompanying job description.  
VISION: Standard visual acuity without correction, at least 20/40 in one eye and 20/100 in the other eye and correctable to at least 20/20 and 20/40.  
COLOR VISION: Must be able to distinguish colors.  
HEARING: 15/15 without correction.  
DRIVING: Must have a valid Texas Driver's License

All applicants must be able to perform essential and non-essential job duties with or without a reasonable accommodation.

All applicants must possess a high school diploma or equivalent, valid Texas driver's license, and excellent driving record. **Certifications, high school/college diploma, driver's license, social security card, military service record, if applicable, personal history form, Release for Information Waiver, Authorization to Conduct Drug/Alcohol Testing, and a completed Department of Public Safety computerized Criminal History Verification form must be turned in with the application.**

**NON-TOBACCO USERS PREFERRED  
NO SMOKING ON DUTY OR IN ANY CITY BUILDINGS OR VEHICLES**

**Application packets are available:**

In Person: City of Saginaw Personnel Office, 333 W. McLeroy Blvd., Saginaw, TX 76179  
Online: [www.saginawtx.org](http://www.saginawtx.org)  
Email: [applications@saginawtx.org](mailto:applications@saginawtx.org)

**Equal Opportunity Employment**

Note: The Immigration Reform and Control Act of 1986 require the Cities of Lake Worth & Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

City of Saginaw Personnel Office: 333 W. McLeroy Blvd., Saginaw, Texas 76179 Phone: 817-230-0330