



TEXSAR Division Chief (4)

Posting Open until September 9, 2026

When applying for a position with TEXSAR, please submit your **cover letter and resume to Careers@TEXSAR.org**. **Include with the position of interest in the subject line.** Applicants will be screened throughout the recruiting period. Applicants must be able to pass a thorough background check.

Note: We are hiring 4 Division Chief positions for our 4 divisions across the state of Texas. You must live in the division or be willing to relocate to the position you are hired for. Please indicate in your cover letter which division for which you are applying.

Location: San Marcos Texas; Hybrid Position

Job Type: Full-Time, Salary-Exempt

Salary Range: \$65,000-\$70,000

Schedule: M-F 8:00 AM – 5:00 PM, with evening/weekend availability

Travel: Primarily within the state of Texas

Background Check: Required

Position Summary

The Division Chief provides strategic leadership, management, and operational oversight for an assigned division or geographic region within TEXSAR. This is a key leadership position responsible for coordinating all operations within the assigned division, including search and rescue missions, missing persons response, water rescue operations, and volunteer management. The Division Chief manages division resources, personnel, equipment, and budgets while ensuring compliance with organizational policies and state and federal emergency management standards.

General Description

Under general direction of the Director of Field Operations, the Division Chief independently manages all aspects of divisional operations. This position requires expertise in search and rescue operations, emergency management, personnel supervision, and multi-agency coordination. The Division Chief serves as the senior representative for the division in all external relationships and acts in the Director's absence on divisional matters. This position frequently requires flexible scheduling to respond to emergency activations and may involve extended deployment periods.

Essential Duties and Responsibilities

- Plan, organize, direct, monitor, and evaluate all operational activities of the assigned division to ensure efficient delivery of search, rescue, and emergency response services
- Supervise, evaluate, and develop division members with responsibility for recruitment, training, and work assignments
- Identify and assign Chief of Party (CoP) to and manage search and rescue missions, missing persons incidents, water rescue operations, and other emergencies within the division's area of responsibility
- Develop and implement division-specific protocols that align with TEXSAR standards and best practices

- Coordinate with local, state, and federal agencies including law enforcement, fire departments, emergency management offices, and other SAR organizations
- Prepare and administer the division's operational budget, monitor expenditures, and coordinate equipment and supply procurement
- Ensure all division members maintain required certifications, training hours, and compliance with emergency medical services standards
- Establish and maintain inventory management systems for equipment, vehicles, boats, technical rescue gear, and medical supplies
- Conduct pre-mission planning and after-action reviews, maintaining comprehensive documentation and incident reports
- Represent the division at regional and state emergency management meetings and coordinate with state-level emergency management personnel
- Coordinate inter-division resource sharing and mutual aid arrangements
- Participate in the development of division strategic plans, goals, and performance metrics
- Ensure compliance with all applicable regulations, policies, and procedures, emergency management standards, and liability requirements
- Perform other duties as assigned by the Director of Field Operations

Qualifications

Education

- Education in Emergency Management, Public Administration, Fire Science, Business Administration, or related fields

Experience

- Minimum of five years of progressively responsible experience in search and rescue operations, emergency management, fire service, or related field
- Experience in a supervisory or leadership role with responsibility for managing personnel and operations
- Current certification as a SAR Responder or equivalent from a recognized national SAR training program
- Valid Texas driver's license with acceptable driving record
- Ability to obtain and maintain required background clearances and pass a comprehensive background investigation
- Ability to work flexible schedules including evenings, weekends, and holidays
- Willingness to deploy for extended periods during major incidents or disasters
- Experience managing search and rescue operations
- Experience with multi-agency coordination and emergency operations center management
- Previous experience managing volunteer organizations or programs
- Experience with geographic information systems and mapping technology

Knowledge, Skills & Abilities

Knowledge of:

- Search and rescue operations, techniques, and procedures
- Missing persons investigations and response protocols
- Incident Command System and emergency management principles
- Member management and supervision
- Budget preparation, monitoring, and financial management
- Emergency preparedness, response, and recovery procedures
- State and federal emergency management requirements and regulations
- TEXSAR organizational policies, procedures, and goals
- Volunteer management and program development

Skills in:

- Leadership, decision-making, and crisis management
- Strategic planning and organizational management
- Effective written and verbal communication
- Member supervision, evaluation, and performance management
- Multi-agency coordination and intergovernmental relations
- Problem-solving and conflict resolution
- Field operations and emergency incident management
- Data analysis and report writing
- Proficiency with computer systems and relevant software applications

Abilities:

- Manage multiple complex operations and priorities simultaneously
- Make sound decisions under pressure in emergency situations
- Work extended hours during emergency activations and remain flexible with scheduling
- Maintain capability to perform field operations
- Establish and maintain effective working relationships with diverse members and external agencies
- Adapt to changing operational needs and new procedures
- Lead by example and demonstrate commitment to TEXSAR mission and values

Working Conditions & Physical Requirements

Work is performed in office and field settings. Field work may involve exposure to extreme temperatures, inclement weather, hazardous terrain, water, heights, darkness, confined spaces, hazardous materials, and other emergency scene conditions. This position requires on-call availability and may require deployment for extended periods during major incidents or disasters. Travel within and potentially outside the state as required.

Compensation and Benefits

TEXSAR offers a competitive salary commensurate with experience, along with a benefits package to be outlined by Human Resources (e.g., health insurance, dental insurance, vision insurance, paid time off, and retirement contributions where applicable). The salary range above reflects current market benchmarks for comparable nonprofit roles in the Central Texas region.

Equal Opportunity Statement

TEXSAR is an equal opportunity employer. We are committed to creating an inclusive environment for all applicants and employees regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by law.

Position Acknowledgment

This job description describes the general nature and level of work performed in this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The incumbent may be required to perform other related duties and responsibilities as assigned. TEXSAR reserves the right to modify, add, or remove duties and responsibilities as needed. This job description does not constitute a contract for employment and employment remains at-will.