



Employment Opportunity

Emergency Management Planning Associate – Department of Public Safety

\$16.31 hourly salary (Grade G08)

Contingent Position – 40 hour position

Contingent Employees are hired under an Employment Contract which includes paid time off (PTO), medical insurance coverage and additional 3% salary contribution for an employee retirement

Apply By: Wednesday, December 13, 2017 @ 5:00 p.m.

GENERAL RESPONSIBILITIES

Assist in management and coordination of all hazards-planning activities with Federal, State, regional and local agencies. Perform functions in accordance with Federal, State and local laws.

ESSENTIAL TASKS include the following; other duties may be assigned

1. Assist with development and coordination of Emergency Management public education and community outreach programs
2. Assist in development of public/private partnerships
3. Participate in work groups and public meetings; provide information and updates as available
4. Assist local jurisdictions, governmental partner agencies and other members of the emergency management community with planning efforts
5. Provide coordination and support of local and regional planning activities related to domestic preparedness and readiness
6. Perform related duties as to specific assignments
7. Any employee may be identified as Essential Personnel during emergency situations
8. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution.
9. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Associates degree in Emergency Management, Public Administration or related field
2. Completion of courses in emergency management disaster preparedness
3. Completion of Federal Emergency Management Agency (FEMA) training courses IS-100, 200, 300, 400, 700, and 800 (or must obtain within 6 months of employment)*

* A comparable amount of training and experience may be substituted for the minimum qualifications.

A Carroll County Government job application is required for this position

Apply on-line: ccgovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 11/30/17
(18-49)

Carroll County is an equal opportunity employer