

CARBON COUNTY
FULL TIME POSITION

POSITION: Disaster and Emergency Services Coordinator

WAGE: \$27.71/hr (to be reviewed after probation)

QUALIFICATIONS: Education and experience equivalent to a bachelor's degree with course work in public administration, emergency management, public safety or a related field of work, and three (3) years of progressively responsible experience in a staff role in a public agency or business in work associated with disaster and emergency activities such as program planning, project management facilities/infrastructure management, or related field. Equivalencies may include an associate's degree in a related field and five (5) years' experience, or a high school diploma and seven (7) years directly related training and experience.

Knowledge in developing emergency preparedness and operation plans.
Experience with grant writing and administration.

Knowledge in the National Incident Management System (NIMS) and Incident Command System (ICS)

Knowledge in Emergency Operation Center (EOC) operation and functions.

Knowledge of VHF and Simulcast Repeater communication systems preferred.

JOB DESCRIPTION: To mitigate, prepare for, respond to, and recover from emergencies and disasters in Carbon County as well as maintain and enhance the public safety communication system for the County.

APPLICATIONS: Applications and full job descriptions are available at the Carbon County Clerk and Records Office at 17 W. 11th St., Red Lodge, Montana 59068, by calling 406-446-1595, or on the Carbon County Website at <http://co.carbon.mt.us/employment/>. Carbon County is an equal opportunity employer. Applications will be accepted until 5:00 pm, August 28, 2020. Position will remain open until filled. Employment is contingent on successfully completing a background check and pre-employment drug test.

Scott Blain, Presiding Officer

Board of Carbon County Commissioners
(Publish, in classified section)