



**JOB OPPORTUNITY # 880-2702**  
**DIRECTOR, EMERGENCY MANAGEMENT**  
**EMERGENCY MANAGEMENT**

**Responsibilities:** Manages daily operations of the Office of Emergency Management including policies, procedures, and guidelines relating to emergency management. Interacts daily with government officials, public and private organizations, schools, human and emergency service organizations, utilities, media, and the general public to coordinate activities of the emergency management program. Maintains compliance with State laws and regulations regarding emergency services, health, and safety issues. Engages in research, validates information, and coordinates the development of plans, policies, procedures, checklists, and guidelines governing the operation of emergency management. Prepares and maintains a current, comprehensive emergency operation plan (“EOP”) for preparedness, response, and recovery in the event of emergency or disaster. Consults and advises the County Commissioners in regard to emergencies, disasters, or a disaster threat. Assures 24 hours per day/7 days per week availability of the Office of Emergency Management to respond to emergency incidents and disasters. Performs other job related duties as assigned or required.

**Status:** Full Time, Exempt

**Working hours:** Primarily 8:00 am – 5:00 pm, Monday – Friday. **Periodically works beyond normal work hours and works on-call.**

**Qualifications:** Bachelor’s Degree preferred or equivalent training in emergency management, environmental/life sciences, community planning, public administration, or related field; plus computer training, three to five years working experience in the field of emergency management, and a valid Missouri Driver’s License. Certified Emergency Manager (“CEM”) certification or ability to obtain such certification within 3-5 years preferred.

**Minimum                      Mid                      Maximum**

**Salary Range:** \$63,065.60 - \$78,832 - \$94,598.40

**Deadline for Application:** Applications will be accepted until the posting is removed.

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Apply online at [www.showmeboone.com](http://www.showmeboone.com) or call (573) 886-4128 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to [www.showmeboone.com](http://www.showmeboone.com).

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