



JOB OPPORTUNITY #: 905-2702
DEPUTY DIRECTOR
EMERGENCY MANAGEMENT

Responsibilities: Assist in the developing and establishing program policies, procedures, standard operating procedures, and interprets and explains policies, programs, and services. Responsible for grant management requests and expenditure documentation and inventory sheets and tagging of equipment for local, state, and federal audits. Develop and maintains emergency management training programs specifically tailored for emergency response personnel and general interest programs for public awareness and education. Conduct studies and surveys of potential hazards and of facilities and resources as may be necessary to determine the capabilities and/or limitations of the County to carry out emergency operations under any contingency.

Status: Full Time, Exempt, Benefited

Working hours: 8:00 am – 5:00 pm, Monday – Friday

Qualifications: Bachelor’s degree in public administration, fire or police management, or related field and five years of progressively responsible professional/administrative work experience related to the duties and responsibilities of this position, including two years of management/supervisory experience is required; or an equivalent combination of related experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work. Must possess a clear criminal history. EMPG certified or able to obtain within one year.

NOTE: A criminal background check including a national fingerprint check through law enforcement agencies and a drug test will be conducted on all successful applicants prior to their being appointed to this position.

Starting Salary Range: \$50,481.60 - \$53,643.20

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

Apply online at 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.

An Affirmative Action/Equal Opportunity Employer