



JOB OPPORTUNITY #: 911-2702
PLANNING & RECOVERY SPECIALIST
EMERGENCY MANAGEMENT

Responsibilities: Coordinates and maintains a comprehensive emergency disaster preparedness plan including response and recovery phases for a wide range of emergencies and disasters. Maintains and updates all resource materials associated with emergency preparedness plans. Prepares emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments. Prepares emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments. Provides current and ongoing disaster preparedness information and training to County employees, schools, and community organizations. Ensures the readiness of the County’s Emergency Operations Center and associated personnel. Assists with securing grant funding for emergency preparedness programs and equipment. Conducts surveys to determine the types of emergency-related needs that will need to be addressed in disaster planning, or provide technical support to others conducting such surveys. During disaster time, work schedule is subject to a 12-24 hour work cycle.

Status: Full Time, Benefited, Non-Exempt

Working hours: 8:00 a.m. to 5:00 p.m. Monday – Friday

Qualifications: Bachelor’s Degree from an accredited college or university with major course work in emergency management, business administration, public administration, or other related field and one year of experience in the research, analysis, planning, and development of an emergency plan or training program for large scale disasters or civil defense operations; 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.

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 Pay Range: \$18.50 - \$19.66

Deadline for Application: Applications will be accepted until 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.

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