



**JOB OPPORTUNITY #: 912-2702**  
**TRAINING & EXERCISE SPECIALIST**  
**EMERGENCY MANAGEMENT**

**Responsibilities:** Designs and administers emergency/disaster preparedness training courses that teach people how to effectively respond to major emergencies and disasters. Plans, designs, and executes county-wide disaster preparedness and anti-terrorism training and simulation exercises. Develops and implements training procedures and strategies for radiological protection, detection, and decontamination. Develops training requirements as mandated and/or recommended by Federal, State, and/or County agencies. Responsible for scheduling training sessions, securing instructors (as required), ensuring instructional materials are available, and training local emergency management coordinators, emergency management staff, volunteers, local first responders, county employees, and other constituents as directed. Develops and maintains a system to monitor the training in emergency management of all personnel and others noted above. Serves as a liaison between citizens and governmental agencies. 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.

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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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