



ELMORE COUNTY EMERGENCY MANAGEMENT AGENCY

P.O. Box 1060, Wetumpka, Alabama 36092
Telephone (334) 567-6451 Fax (334) 514-5213

Job Announcement

Elmore County is accepting applications for the following full-time position:

EMA Program Coordinator, Starting pay \$14.50 per hour

Employee will work under the administrative direction of the Director and/or Deputy Director of the Elmore County Emergency Management Agency. This individual will assist with or be responsible for: preparing guidelines, the development or revision of emergency plans, planning of educational activities, implementing emergency management programs, public outreach/information activities, administrative activities of the office, administration of grant programs, updates to the agency website, maintaining databases, providing administrative assistance in time of practice emergency exercises, true emergencies, and disasters and other duties as assigned. Frequently works non-standard hours. Must be willing to attend training courses and conferences as required. Some overnight and out of town travel may be required. Employee must possess knowledge and skills of, but not limited to, the following: computers, calculators, copy machines, communications equipment, other various office equipment, skills to keep accurate records, excellent writing skills, verbal communication skills, reading and comprehension skills, and ability to follow written and oral instructions, and ability to assist the public in a courteous, diplomatic and professional manner. Remains on call as Duty Officer as assigned at designated times. Responsible for the effective accomplishment of all assigned tasks, within the scope of duties and span of control delegated to the Program Coordinator, to include routine/daily duties, special projects, short-notice tasks, and supplemental support to the agency. Employee must possess high school diploma and administrative experience. Previous emergency management experience preferred.

Send resume or completed application to the Elmore County HR Coordinator/Payroll Manager, 100 East Commerce Street, Suite 209, Wetumpka, Al. 36092.
Telephone 334-514-5841, Ext. 5004

Elmore County is an Equal Opportunity Employer. Closing date for accepting applications is June 23, 2017 at 4:00 p.m.