



St. Clair County
ALABAMA



NOTICE OF PUBLIC JOB VACANCY

154 EMA Planner/PIO Specialist Contract

OPENING DATE: 7/25/2019

CLOSING DATE: 8/2/2019

DEPARTMENT: EMA

STATUS: Full Time Contract

PAY GRADE: 18-22

STARTING HOURLY SALARY RANGE: \$17.16-\$19.00

SCHEDULE: Full time; Monday –Friday; 80 hours bi-weekly; 8am-5pm or as needed

EXPERIENCE AND REQUIREMENTS: Be specific about length of time and type of experience. If not, employee must have a Bachelor’s Degree in public safety related discipline with no less than two (2) years’ experience in emergency management or have not less than 5 years’ experience in emergency management to include plan development, command of EOC Operations, lead role in emergency exercises and response.

ADDITIONAL REQUIREMENTS: Posses as Advanced AAEM Certificate or obtain within one year of hire. Possess an Advanced Public Information Officer Certificate or obtain within one year of hire.

MINIMUM EDUCATION: Applicant must have High School Diploma or GED. It is preferred that applicant have a Bachelor’s degree in Emergency Management or Public Administration.

******I-9 DOCUMENTATION REQUIRED AT INTERVIEW******

ST. CLAIR COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

According to appointment and promotion procedures now in effect all vacancies in the St. Clair County Commission Department will be open for a period of at least 5 working days to eligible persons within the county employment system. It is the intent of St Clair County to fill vacancies only with persons with the most potential for success.

It is the responsibility of the applicant to submit his or her completed application at www.stclairco.com or to the Human Resource Office by the deadline listed in this notice.

**St. Clair County Commission/HR Office Administrative Center
165 5th Ave. Suite 100
Ashville, Al 35953
205-594-2402**

The appointing authority will notify applicants of interview date and time, so please include all available contact phone numbers on the application. Please note that a separate application will be required for each job opening. St Clair County will make reasonable accommodations to the known physical or mental impairments of a qualified applicant or employee with a disability if it would not impose an "undue hardship" on the operation of the County's business.