



St. Clair County
ALABAMA



NOTICE OF PUBLIC JOB VACANCY

153 EMA Planner / Operations Coordinator

OPENING DATE: 06/21/2023

DEPARTMENT: EMA

STATUS: Full Time

PAY GRADE: 17

STARTING HOURLY SALARY RANGE: \$18.62-19.07

SCHEDULE: Full Time; 80 Hours Bi-weekly; 8am-5pm or as needed

EXPERIENCE/REQUIREMENTS/EDUCATION: Serves as EMA Planner and Operations Coordinator developing and scheduling training and exercises for EMA staff, county/municipal officials, and responders; updating required plans; and other tasks as assigned. Experience in planning, training, exercise, and response in Emergency Management.

Bachelor's degree in Public Administration, Emergency Management, or a related field. A minimum of two years of experience in emergency administration and management, including computer operations or a related public safety field. Work not directly in an emergency management capacity must have included planning and organizational coordination responsibilities. Any combination of education and work experience described above totaling four years. Experience with an incident command system (ICS) and the National Incident Management System (NIMS) is desirable. Obtain Basic Level Emergency Management certification one within one year of hire; Intermediate Level within two years of hire; and Advanced Level within three years of hire date.

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

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.

ST. CLAIR COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER