

BIG HORN COUNTY
Vacancy Announcement
EMERGENCY MANAGEMNT COORDINATOR

Big Horn County is seeking to fill the position of Emergency Management Coordinator (EMC). The EMC reports to the Board of Commissioners and is responsible for mitigation and preparedness activities to protect against and prepare for disasters. This involves planning, training, exercising, procuring/maintaining equipment and designating facilities for shelter and other purposes.

Primary areas of responsibility include:

- Direct and plan emergency response operations according to federal, state and local requirements;
- Conduct training and exercises to mitigate and prepare for various types of disasters;
- Maintain, update and oversee County emergency operation and pre-disaster mitigation plans;
- Prepare reports and manage state and federal grants;
- Prepare and oversee the emergency management budget for the Board;
- Communicate with the public through various means;
- Complete TEIR II reporting and administer the Community Right-to-Know Act; and
- Work with the Land Planner and Engineer to develop and administer the Flood Damage Prevention Regulation and development within the designated floodplain.

Duties may include working in a host of difficult environments, such as hazardous materials spills, floods, storms and extreme temperatures. Duties may also require working evening and weekend hours, as needed.

Office location is Lovell, WY. The EMC travels throughout the county on a regular basis and is required to work closely with the Wyoming Office of Homeland Security, local law enforcement, first responders, and the Local Emergency Planning Committee. A valid Wyoming driver's license is required.

The EMC is a full-time, salaried position and includes a generous benefits package offering retirement, health insurance, vacation, sick leave and paid holidays. Extra consideration will be given to candidates with related experience in first response, law enforcement, grants management or with a degree in a related field.

Send resumes to:

Big Horn County Commissioners

ATTN: EMC RESUME

P.O. Box 31

Basin, Wyoming 82410

(Questions can be directed to Commissioner John Hyde.)

Initial application deadline is 3:00 P.M. on 30 October 2015. Position will remain open until filled.

Big Horn County is an Equal Opportunity Employer