

BIG HORN COUNTY
Vacancy Announcement

EMERGENCY MANAGEMNT COORDINATOR

Big Horn County is seeking to fill the position of Emergency Management Coordinator. Primary areas of responsibility are to direct planning and emergency response and operations according to federal, state and local requirements. Will be responsible for training, implementation of emergency planning, maintaining, updating and overseeing County emergency operation plans, preparing a budget for the County Commission, preparing reports, writing and managing state and federal grants and providing information to the public. Will also be responsible for TEIR II reporting and administering, the Community Right to Know Act. Duties may include working in a host of difficult environments, including hazardous materials, storms and extreme temperatures. Will report to the County Commission and will be required to work closely with the Wyoming Office of Homeland Security, local law enforcement, first responders, and the Local Emergency Planning Committee.

Position includes Retirement benefit, Health Insurance, vacation, Sick Leave, and paid holidays.

Position is full time with salary. 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: EM RESUME, P.O. Box 31, Basin Wyoming, 82410 (questions contact Commissioner John Hyde).

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