



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Public Works

Division: Emergency Management

Position: Emergency Management Coordinator

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full-Time**

Salary Range: **Pay Grade 119: \$4,147-\$5,579/mo. (DOQ)**

Posting Opens: **March 29, 2022**

Closing Date: **Open until filled**

DEPARTMENT / OFFICE

This position is a FLSA non-exempt position within the Lewis County Public Works Department, Emergency Management Division located at 351 NW North St., Chehalis, WA.

POSITION SUMMARY

This is a highly responsible administrative position in the field of Emergency Management. Under general supervision, this position performs a variety of technical, administrative, and professional work in support of the Emergency Management Division of Lewis County Public Works. This position plans and coordinates emergency management functions for Lewis County, assists with administering the Lewis County's Comprehensive Emergency Management Plan; delivers emergency response training and public education activities; and performs other related duties as assigned.

New employees must successfully complete a six (6) consecutive-month probationary period prior to obtaining permanent status in this classification.

See <https://jobs.lewiscountywa.gov> for complete job description.

HOW TO APPLY

Interested individuals are encouraged to apply online at <https://jobs.lewiscountywa.gov> and to view application materials and job description.

Late applications will not be accepted.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360)740-1480 TTY.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications, can perform the essential functions, and possesses the knowledge, skills and abilities as identified in the job description.

MINIMUM QUALIFICATIONS

- Associate's degree or higher from an accredited college or university with a major in Emergency Management, Public Safety, Public Administration or a related field; and two (2) years of progressive work experience in emergency management, disaster planning, and business continuity.
- Must possess and maintain a valid Washington State Driver's License.
- Provide certificates of completion in FEMA courses IS 100, IS 200, IS 700 and IS 800.
- Knowledge and abilities essential to the successful performance of the duties assigned to the position.

Desirable Qualifications:

- Knowledge of local, state, federal rules, regulations, and directives governing disaster/emergency preparedness.
- Experience with the Incident Command System and National Incident Management System.
- Homeland Security directives and FEMA requirements.

APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

Note: ALL sections of the application must be complete. "See resume" is not acceptable.

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter – Please see Supplemental Cover Letter Requirements**
- ✓ **Resume**

Lewis County accepts no responsibility for completeness of applications. Application materials received by Lewis County become the property of the County.

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.