



## Decatur County Emergency Management

<b>Job Title:</b>	Deputy Director	<b>Job Category:</b>	PAT
<b>Department/Group:</b>	Decatur County EMA	<b>Job Code/ Req#:</b>	001
<b>Location:</b>	Decatur County	<b>Travel Required:</b>	Some
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Part-time
<b>HR Contact:</b>	bspeer@decaturcounty.in.gov	<b>Date posted:</b>	10/24/2018
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	11/07/2018
<b>External posting URL:</b>	www.decaturcounty.in.gov		
<b>Internal posting URL:</b>	www.decaturcounty.in.gov		
<b>Applications Accepted By:</b>			
<b>E-mail:</b> bspeer@decaturcounty.in.gov Subject Line: <b>Attention:</b> Deputy Director Position		<b>Mail:</b> Brad Speer Decatur County EMA 315 S. Ireland Street Greensburg, IN 47240	
<b>Job Description</b>			
<b>Role and Responsibilities:</b>			
<ul style="list-style-type: none"> <li>• Position will assist Director in coordinating components of the emergency management system in the jurisdiction.</li> <li>• Will have the ability to work with the volunteer groups related to the Emergency Management Agency and the private sector stake holders in the jurisdiction.</li> <li>• Attending or conducting both optional and mandatory meetings and events to support the activities of Decatur County EMA and any state requirements.</li> <li>• Work closely with all emergency services in the jurisdiction ex. Fire, EMS, and Law Enforcement.</li> <li>• Will help in preparation of grants and emergency plans to be submitted from Decatur EMA</li> <li>• Will be assigned direct weekly activities and duties to support the Decatur EMA as needed.</li> <li>• Valid Indiana Driver's license and be 21 years of age.</li> <li>• Ability to work extended hours and weekends as needed</li> </ul>			
<b>Qualifications and Education Requirements</b>			
Experience and ability to perform normal office duties as needed to support the department			
High School diploma			
Ability to complete all needed training certifications required by local and state requirements ( IS-100, 200, 700, 800, 300, 400, Basic PIO, NIMS, and Emergency Management 101)			
<b>Preferred Skills</b>			
Prior emergency services experience (Fire, EMS, or Law Enforcement).			
Experience in creating and delivering training programs and managing volunteer programs.			
Possession of emergency vehicle operator certification (EVOC).			
Experience operating and maintaining emergency vehicles and equipment.			