



## GREENE COUNTY DEPARTMENT OF EMERGENCY SERVICES

201 MARTIN L. KING, JR PARKWAY  
SNOW HILL, NC 28580

Emergency Services - 252-747-2544  
Fax - 252-747-4222

Berry Anderson  
Director

Herman Warrick  
EMS Coordinator

### **Fire Inspector/ Emergency Management Coordinator**

**SUMMARY:** Under general direction, performs administrative and technical work in the development, implementation and coordination of the County's Emergency Management Program; coordinates and acts as liaison for the County's disaster recovery efforts; oversees the disaster training, exercises and public awareness programs, performs annual fire inspections; and performs related duties as assigned by the Director of Emergency Services. This position reports directly to the Director.

**DUTIES AND RESPONSIBILITIES:** (which are not in any hierarchical order)

- Plans, directs and administers the Emergency Management Program, and related plans and procedures.
- Acts as a liaison with other municipalities, county, state, federal and other emergency management organizations.
- Maintains the emergency operations center.
- Reviews, changes and/or develops current and new plans and procedures as needed.
- Organizes disaster drills and exercises. Reviews results and makes improvements.
- Conducts safety training and public information presentations for county employees and general population- acts as county safety officer.
- Serves as representative for various state and countywide emergency management meetings.
- Assists county departments with emergency and disaster plans and procedures.
- Keeps up to date with emergency management issues and provides information to county departments as required.
- Acts as a liaison to county fire departments
- Be on call on weekends/holidays
- Other duties as assigned by the Director of Emergency Services



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### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the laws and regulations governing emergency management and NC Fire Code.
- Knowledge of emergency and/or disaster planning principles and practices.
- Knowledge of departmental policies and procedures.
- Skill in managing and coordinating disaster recovery operations.
- Skill in both verbal and written communication.
- Skill in the use of a computer and related software.
- Ability to establish and maintain effective working relationships.
- Ability to analyze information under emergency operating conditions and directing the course of action to be taken.

### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Work involves moderate work generally in an office setting. There is frequent need to walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. Greene County promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

### **MINIMUM QUALIFICATIONS:**

High School Diploma, NC Driver's License, North Carolina Standard Level 1 Fire Inspector Certification (or ability to obtain within one year of employment).

### **PREFERRED QUALIFICATIONS:**

A degree from an accredited college or university with a major in Emergency Management, Public Safety, Public Administration or a related field and three (3) years of disaster and emergency planning experience, or any equivalent combination of training and experience. Certification: NC EMT-I, NC Standard Level 3 Fire Inspector, NC Certified Arson Investigator is preferred.

**SALARY RANGE:** Starting Salary: 33,249.00

**Application Closed Date: Job will remain open until filled**

The Greene County job application is located on the County's web-site at [www.greencountync.gov](http://www.greencountync.gov).

Greene County is an Equal Opportunity/ADA/Equal Access Employer.

Please send all inquiries to:

Berry Anderson

Director

Greene County Emergency Services

201 Martin Luther King Jr. Parkway

Snow Hill, NC 28580

Office:(252) 747-2544 Fax: (252) 747-4222