

**Glades County
Board of County Commissioners**

AN EQUAL OPPORTUNITY EMPLOYER

June 17, 2019

**EMERGENCY MANAGEMENT
ADMIN. SUPPORT**

EXCELLENT BENEFITS, HEALTH CARE AND STATE RETIREMENT

MAJOR DUTIES: Must be able to schedule and track training for employees, maintain a schedule for the facility, oversee the Emergency Management volunteer program and create County Identification Badges. Must be able to work with excel tracking budgets & purchase orders, grant reporting experience is a plus, technical experience is a plus, must be able to learn new computer programs for our alert system and WebEOC.

KNOWLEDGE, SKILLS AND ABILITIES: Applicant must be able to travel when needed for meetings, training and conferences and work during disasters or activations. Must possess computer knowledge and skills. Must be able to help with all plans as needed and track equipment, inventory, etc. Must be able to work in a high stress situations from time to time. Must possess or have the ability to complete within two years the following classes: FEMA IS-100, 200, 700, 800, ICS-300 and ICS-400. Must receive the FEMA Professional Development Series by the end of their probation period. Florida Professional Emergency Manager (FPEM) or Florida Associate Emergency Manager (FAEM) is a plus. Must be able to perform other duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or Equivalent

JOB LOCATION: Glades County Emergency Management

WORK SCHEDULE: 8:00 a.m. – 5:00 p.m. – 5 days per week (except as noted above)

CLOSING DATE: Open Until Filled

REQUIRED DOCUMENTATION: Glades County Application, Valid Florida Driver's License

SUBMIT APPLICATION TO: Gabrielle Ibietatorremendia
Post Office Box 1527
Moore Haven, FL 33471
(863) 946-6009

Glades County is a drug-free workplace.
Veteran's Preference will be given in accordance with Florida Statutes 295.07.