

## **Recruitment Announcement**

The County of Surry is accepting applications for an **Emergency Management Coordinator**. This position mitigates, protects, prevents, prepares for, responds to, and assists in recovery from any hazard so that staff, residents, and visitors of Surry County can live, work and thrive in a safe and healthy environment. The position enhances the preparedness and resiliency of government and the community through planning, education, training, exercises, and hazard mitigation activities. This position coordinates government and non-government response to emergencies and disasters, as well as coordinates community recovery efforts and is responsible for developing and coordinating the County Emergency Management Program. Applicants should have experience managing difficult projects and solving complex problems while demonstrating seasoned emotional intelligence skills while interacting with team members and others. Responsibilities of this role include, but are not limited to: developing policies, procedures, guidelines, agreements and performance measures to achieve and maintain accreditation; developing emergency action plans for government agencies, community organizations, non-governmental organizations, and licensed care facilities to ensure compliance; negotiating and managing compliance with annual disaster preparedness contracts; continuity of operations and continuity of government plans for County departments to promote efficient recovery from significant threats and hazards; and serves as the liaison for the County with the Emergency Managers of surrounding cities and counties. Hours will primarily be Monday – Friday 8:15 am to 5:00 pm.

**JOB REQUIREMENTS:** Bachelor’s degree in Emergency Management, Homeland Security, Public Administration or related field, and four (4) years of progressively responsible emergency management experience, or an equivalent combination of education, training, and experience. The successful candidate should be able to: demonstrate their experience using data to drive decision-making and tangible solutions; articulate a detailed vision for the Emergency Management Division; demonstrate advanced skills when solving complex issues in a team environment; negotiate effectively, drawing on advanced emotional intelligence skills; and build consensus and communicate effectively with diverse stakeholders and constituencies including elected officials, senior leadership, and the public at large. The selected candidate should also possess: comprehensive knowledge of techniques and procedures to effectively lead a progressive and innovative comprehensive Emergency Management Program; thorough knowledge of proven management principals, techniques and supervisory practices; ability to work in a team environment to develop a culture of support and accountability at all levels of the organization; strong technology skills as needed to effectively execute assigned duties; ability to plan, direct, coordinate and evaluate related work and programs; and ability to plan and coordinate orientation, training and in-service education programs.

**SALARY RANGE:** Grade 73 \$46,164 - \$78,360

Applications will be taken by going online to the Surry County Human Resources job posting page, printing the application and e-mailing back to the indicated email, [SCJobs@co.surry.nc.us](mailto:SCJobs@co.surry.nc.us) or by contacting Surry County Human Resources at 336-401-8221. A complete list of duties and analysis of physical demands will be available upon request.

**SURRY COUNTY IS A DRUGFREE WORKPLACE/EEO EMPLOYER**

**Date Posted: May 3, 2021**

**Date Closed: Open until filled**