

RECRUITMENT BULLETIN

BIG HORN COUNTY

ATTN: Human Resources

P.O. BOX 908

HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
19-05	January 24, 2019	February 8, 2019

POSITION: Disaster and Emergency Services (DES) Director

LOCATION: Big Horn County Courthouse, Hardin, MT

SALARY: \$15.30 per hour, plus benefits; based on experience

DUTY HOURS: 8:00 a.m. - 5:00 p.m., M-F; must be willing to work varied hours in emergencies

MAJOR DUTIES: Responsible for planning, directing, implementing, and communicating the Emergency Management program for all of Big Horn County. Under general direction, plans, implements, and directs the Emergency Management, 911, Rural Addressing, and Geographical Information Systems (GIS) programs for the County. Work situations vary requiring individual, interpretive judgment; Recommends and establishes standards and procedures. Coordinates disaster mitigation, preparedness, response, and recovery, referencing the All Hazard Mitigation Plan and the Emergency Operations Plan. Other duties as assigned.

QUALIFICATIONS: High School graduate or equivalent, supplemented by training or education in the field of Emergency Management, Public Safety or Geographical Information Systems, plus three (3) years' experience in emergency management or public safety functions required. Ability to draft emergency operations plans required; ability to communicate, orally and in writing, with clarity and tact. Shall meet all state certification requirements and maintain any state required continuing education. Must have extensive computer skills and must have or develop GIS skills. Must be willing to travel to attend conferences related to Emergency Management, Safety, and GIS. Must possess a valid Montana Driver License and must be an insurable driver.

PRE-EMPLOYMENT

TESTING: The successful applicant must undergo pre-employment drug and alcohol testing.

DISTRIBUTION: Countywide

HOW TO APPLY: Submit a Big Horn County application to the Human Resources Office, Room 302, Courthouse or to the mailing address listed above. For application, call (406) 665-9735 or email rjohnson@bighorncountymt.gov. Job description available upon request.

DEADLINE: Applications must be received or postmarked no later than the close of business on the closing date specified above.

BIG HORN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. NOTHING IN THIS RECRUITMENT BULLETIN IS INTENDED TO GUARANTEE CONTINUED EMPLOYMENT. IF YOU ARE CLAIMING PREFERENCE, PLEASE SUBMIT PROOF WITH YOUR APPLICATION.

Publish: January 24, 2019

Bill to: Big Horn County DES