COUNTY OF NEWBERRY

COURTHOUSE ANNEX, COLLEGE STREET
POST OFFICE BOX 156
NEWBERRY, SOUTH CAROLINA 29108

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Dreams & Teams Together for Newberry County

VACANCY ANNOUNCEMENT

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POSTING DATE: 8-10-2022

CLOSING DATE: 9-30-2022

DIVISION: Emergency Services

JOB LOCATION: Newberry County Emergency Services, Wilson Road, Newberry, SC

POSITION: **Emergency Services Coordinator**

HOURS WORKED PER WEEK: Regular Full-time, 40 hours per week

CONTACT PERSON: Debbie Peake, Director of Human Resources (803) 321-2100

Position Description: The Emergency Services Coordinator reports directly to the Emergency Services Director, and acts on behalf of the Emergency Services Director, when so directed, in emergency services matters within the purview of the Emergency Services Director. Areas of emphases include, but are not limited to, volunteer fire and rescue services, emergency preparedness exercises, emergency services communication systems, grant administration, and budgeting for the regular replacement of rolling stock such as fire engines, rescue trucks, and ambulances.

Minimum Training & Experience

One or more of the following:

- Four-year degree from a sufficiently accredited academic institution, with coursework in such areas as business management, public administration, planning, communications, psychology, and political science.
- Budgetary experience in an agency or private sector business.
- Five years of experience as an Emergency Services Coordinator or Deputy Emergency Services Coordinator for a jurisdiction of comparable or greater size and service delivery complexity.
- Combination of skills, knowledge, experience, and qualifications that is Justifiably similar to the above.
- Preferably trained or capable to be trained to Firefighter 1 level.
- Preferably trained or capable to be trained to EMT level.

Each of the following:

- Ability to read, understand, and draft documents used for emergency response planning.
- Ability to understand technical manuals pertaining to emergency response-related equipment and machinery.

- Expert-level proficiency in Microsoft Excel, Microsoft Word, and Microsoft Power Point.
- Excellent written and verbal communication skills.
- Experience with service delivery and planning in a work environment that requires the cooperation of volunteers.
- A valid South Carolina driver's license in good standing.

Physical requirements of the position:

- Requires sitting desk work of two or more hours at a time.
- Requires standing for two or more hours at a time.
- Must be able to climb at least three consecutive standard flights of stairs.
- Must be able to lift and carry items weighing up to 50 pounds.
- Requires extensive keyboarding dexterity and endurance.
- Requires intensive concentration for two or more hours at a time.

GENERAL INSTRUCTIONS: This position will be open until filled. Newberry County Employment Applications may be obtained by visiting www.newberrycounty.net. **A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Newberry County conducts background checks and tests for the use of illegal substances.**

THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER

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