

WALLA WALLA COUNTY

P.O. Box 1506 Walla Walla, Washington 99362
Phone: (509) 524-2600 □ Fax: (509) 524-2603

EMPLOYMENT OPPORTUNITY

Emergency Management Department

Position: Assistant Director
Starting Salary: \$18.28 per hour
Location: EMD Walla Walla County
Employment Type: Full-time, (33 hrs/week); benefits included, grant-funded

Open: February 2, 2010 **Closes:** February 26, 2010 at 5:00 pm

Brief Duties and Responsibilities: Serves as Assistant Director, Walla Walla County Emergency Management with primary responsibilities for homeland security grant funding fiscal tracking and reporting, interface and coordination with federal, state and local government officials, and preparation of planning documents in support of emergency operations in Walla Walla County. Works independently, seeking guidance when necessary to handle unusual or difficult problems. Represents the department in the absence of the director at a variety of meetings, functions, trainings and exercises.

Working Environment/Abilities: Most work is performed in an office setting; however, during emergencies some field work, including travel by automobile or foot over difficult terrain, may be required. Requires sitting and standing for extended periods, walking, bending, and lifting up to 20 pounds. Must be available for 24 hour a day call-out. Requires manual dexterity and visual acuity to operate a computer station and peripherals. Requires sufficient hearing and speech ability to communicate verbally, ability to establish and maintain cooperative working relationships with internal and external agencies and the general public.

Minimum Qualifications: Bachelor's Degree in public administration or related field, or equivalent three (3) years of direct experience involving emergency management, plan and report writing, public affairs, general accounting or budgeting, and/or general administration.

For Application: Contact the Personnel Department at the County Legislative Building, 314 W. Main Street, Walla Walla, Washington, or visit our website at www.co.walla-walla.wa.us to download a copy. Mailing address is: Personnel/Risk Manager, PO Box 1506, Walla Walla, WA 99362, fax (509)524-2603, call (509)524-2600 or email jwinter@co.walla-walla.wa.us

**SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, AND ORAL INTERVIEW.
(over)**

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT