

Warren County Human Resources  
602 West Ridgeway Street  
P.O. Box 619  
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm  
Telephone: (252) 257-3115  
Facsimile: (252) 257-5971  
warrencountync.com

## **EMPLOYMENT OPPORTUNITY**

### **WARREN COUNTY**

### **Emergency Services**

**POSITION:** Emergency Services Director/ Fire Marshal

**DUTIES:** Warren County seeks a hardworking, motivated, and knowledgeable person to provide supervisory, administrative, and technical work in the emergency services functions for the County to include Emergency Medical Services, Emergency Management Services, County Safety and Risk Management Programs, and Fire Marshal functions including statutorily required fire inspections and investigations. This position submits and administers the departmental budget; develops and recommends policies and procedures; serves as liaison between the Fire Commission, County Manager, and Board of Commissioners; secures and administers grant funding for department; and responds to complaints and questions about services. The work requires extensive public contact, independent initiative and judgment, and technical knowledge of emergency services functions. This position reports to the County Manager.

**EDUCATION/EXPERIENCE:** Graduation from a four-year college with a degree in emergency management or related field, and emergency services experience including supervisory experience; or an equivalent combination of education and leadership/supervisory experience. Must possess a valid North Carolina Driver's License. State certified Emergency Management Coordinator, Arson Investigator and Fire Inspector certifications are required.

**SALARY:** \$54,761-\$84,879 annually

---

Warren County applications will be accepted **UNTIL FILLED** at the Division of Workforce Solutions, formerly the Employment Security Commission, 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at [www.warrencountync.com](http://www.warrencountync.com). The first review of applicants will begin **March 19<sup>th</sup>, 2021**.

*Warren County is a drug free workplace. Positions designated (\*) as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

**Warren County is an Equal Opportunity Employer**