

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



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257-7132
Facsimile: (252) 257-5971
www.warrencountync.com

EMPLOYMENT OPPORTUNITY

WARREN COUNTY

EMERGENCY SERVICES

POSITION: Emergency Manager/Fire Marshal

DUTIES: Performs difficult advanced protective service and administrative work planning, directing, and supervising the Emergency Department in accordance with county, state, and federal rules and regulations; plans, organizes, and coordinates all components of emergency management, fire inspections, and risk management/safety programs for the County; serves as the County Safety Officer; investigates fires, explosions, hazardous material spills, etc.; advises and assists volunteer fire departments with training activities, general fire prevention and fire investigations; assists businesses in preparing emergency response and preparedness plans; maintains SARA Title II-Tier Two records; performs related duties as required. Must have thorough knowledge of federal and state laws and regulations regarding civil defense and emergency management; Emergency Services operations; ability to work with volunteers, volunteer organizations, and related agencies; ability to write detailed reports and grant applications; ability to establish and maintain effective working relationships with subordinates, other officials and agencies, and the general public.

EDUCATION/EXPERIENCE: Associates Degree in the Emergency Services field OR a Bachelor's Degree in any subject. An additional two years of Emergency Management experience (total of 5) may be substituted for this requirement; any combination of education & experience equivalent to graduation from an accredited community college with major course work in Emergency Management, Public Safety, or related field and considerable experience in emergency management, Emergency Medical Services, and arson investigations.

SPECIAL REQUIREMENTS: Possession of a valid driver's license in good standing; certified Emergency Manager by the NC Emergency Management and International Association of Emergency Managers (IAEM); completion of the Basic and Advanced Arson/Fire Investigators course by NC International Association of Arson Investigators (NC IAAI).

SALARY RANGE: \$49,670-\$76,988

Warren County applications will be accepted **UNTIL FILLED** at the Division of Workforce Solutions, 210 W. Ridgeway St., VGCC Campus Building 1, Room 1106, Warrenton, NC 27589 or at the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at www.warrencountync.com.

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
TDD 1-800-735-2962