

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



**Monday - Friday 8:30am to 5:00pm**  
**Telephone: (252) 257-3574**  
**Facsimile: (252) 257-5971**  
**www.warrencountync.com**

## **EMPLOYMENT OPPORTUNITY**

### **WARREN COUNTY**

### **EMERGENCY SERVICES**

**POSITION:** Assistant Emergency Manager & Deputy Fire Marshal

**DUTIES:** Performs difficult advanced protective service & administrative work planning, assist with Emergency Management operations & Fire Marshal responsibilities; plan, organize, implement, & enforce policies & procedures; plans, organizes, & coordinates all components of fire inspections & fire protection in the County & emergency management; receives & acts upon correspondence from other agencies pertaining to emergency management, safety, & Deputy Fire Marshal duties; maintains SARA Title II-Tier Two records as required by State & Federal regulations; prepares basic emergency management plans for the County & assist with other departments with their part of the planning; assist Emergency Management operations with respect of equipment & personnel utilization in daily service delivery, special functions & emergency events through the supervision of assigned staff; advised & support volunteer fire departments in fire prevention, training activities & general fire protection; investigate fires, false alarms, explosions, hazardous materials, spills, etc.; assist businesses in preparing emergency response & preparedness plans; respond to all emergencies that present a danger in life or property, as well as safety incidents; may be assigned as needed to work in the Emergency Operations Center & unified command center; performs related tasks as required.

**EDUCATION/EXPERIENCE:** 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 & fire investigations; must be a NC Level 1 Fire Inspector; Certified NC Level II Firefighter preferred.

**PHYSICAL REQUIREMENTS:** Requires the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, & up to 10 pounds of force constantly to move objects; required constantly to move objects.

**SALARY:** \$42,907 - \$66,505 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 Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at [www.warrencountync.com](http://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**