



KOOTENAI COUNTY
invites applications for the position of:

OEM Preparedness Coordinator

DEPARTMENT: Sheriff's Office

SALARY: \$17.22 - \$20.04 Hourly
\$35,817.60 - \$41,683.20 Annually

OPENING DATE: 03/23/21

CLOSING DATE: Continuous

SUMMARY:



Office of Emergency Management Preparedness Coordinator (Planner)

THE POSITION: This position performs a wide variety of administrative work in planning, training, exercising, coordinating, and implementing disaster mitigation, preparedness, and response and recovery activities.

- \$17.22 -\$20.04 per hour DOE
- Public Employees Retirement System of Idaho (PERSI), a pension plan with five year vesting, **11.94% employer contribution**, and a lifetime payout upon retirement
- Excellent and comprehensive benefits package. For example, employee-only medical/dental/vision premium of only \$55.33 per month (nicotine free rate). View our entire [benefits package](#).
- [Public Student Loan Forgiveness Program](#)

View the full job description at www.kcgov.us.

WE ARE INTERESTED IN CANDIDATES THAT:

- are well organized and a self-starter
- have excellent communication skills both orally and written
- have the ability to multitask while demonstrating accuracy, and an attention to detail
- have the ability to network

DO YOU QUALIFY?

- Do you have an Associates Degree or Applied Associates Degree or Certifications from a two year college and a minimum of five (5) years of experience and/or combination of education and experience?

- Do you possess or have the ability to obtain a valid driver's license and be insurable?
- [Click here](#) to check out the complete list of disqualifiers.

CONTACT US:

Sheriff's Office (208)446-1306

Marcia Heglie, Personnel Administrator/Administrative Manager

mheglie@kcgov.us

Human Resources (208)446-1640

kchr@kcgov.us

TO APPLY: Apply online at www.kcgov.us . Must successfully pass the County's pre-employment and subsequent drug tests.

EOE/Vets Preference/Drug Free Workplace

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APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kcgov.us/departments/personnel/jobs/>

Position #2020-00100
OEM PREPAREDNESS COORDINATOR
BG

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