



## **Todd County Employment Opportunity**

### **Emergency Management Director**

Todd County has a part-time (approx 50%) opening for an Emergency Management Director. The purpose of this position is to ensure the effective use of county assets to maximize the protection of life and property, ensure the continuity of government, sustain survivors and repair essential facilities and utilities prior, during and after an emergency. Develop and maintain county plan to ensure it is compliant with state and federal planning guidelines and regulations. Coordinate response plans with other local state and federal government entities.

**Minimum Requirements:** Completion of an associates degree at an accredited college with a minimum of three years experience in emergency management, fire and rescue, planning, business or public administration or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for the position. Must have working knowledge of personal computer. Working toward a MN Department of Emergency Management certification. Certification must be achieved within 3 years. Must have basic National Incident Management Systems (NIMS) courses completed. Must pass criminal background check and possess and maintain a valid MN driver's license. Grant writing experience is a plus.

**Salary Grade/Range:** Grade 19, \$14.74 - \$22.79 per hour plus a pro-rated benefits package.

**How to apply:** Required application materials and job description are available at: [www.co.todd.mn.us](http://www.co.todd.mn.us) or the Todd County Administration/Human Resources Department, 347 Central Avenue, Suite Five, Long Prairie, MN 56347, phone 320-732-6155. Completed Todd County Applications may be e-mailed to [karla.nalezny@co.todd.mn.us](mailto:karla.nalezny@co.todd.mn.us), faxed to 320-732-6233 or mailed/delivered to the Administration/Human Resources Department.

**Application Deadline:** Applications for this position will be accepted through July 3, 2009. First round of screening will be conducted on applications received on or before June 17, 2009.

*Todd County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer*

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