

Emergency Management Job Advertisement

Objective: The West Point Clay County Emergency Management Council is seeking qualified candidates for the West Point Clay County Emergency Management Director position. Salary will be based on qualifications.

Qualifications should include but are not limited to the following:

- High School Diploma or equivalent
- Must live in Clay County or be willing to relocate
- Valid Driver's License
- Clear criminal history
- Five years' experience in Emergency Management
- Certified Emergency Manager
- Effective oral and written communication skills
- Proficient in standard office applications to include: Word, Excel, Access and Power Point
- Experience in teaching courses related to emergency management
- Knowledge and understanding of NIMS and ICS and the four phases of Emergency Management
- Demonstrate the understanding fiscal accounting, budgeting, and expenditures
- Insures all emergency response training and educational programs meet standard requirements
- Deal tactfully and courtesy with the public and other staff
- Must demonstrate strong knowledge and understanding of disaster planning and have experience writing plans, policies and procedures.
- Ability and willingness to respond to emergencies throughout the county as required
- Ability to work under pressure during training exercise or actual emergencies or disasters
- Proficient in grant writing and management
- Preferred Certified Flood Plain Manager or willingness to obtain within two years of employment
- Other administrative duties as required

Applications may be downloaded at www.wpnet.org or picked up at City Hall 580 Commerce Street West Point, MS 39773. Application packet should include: letter of interest, resume, applicable certificates, and a minimum of three letters of recommendation and should be returned to City Hall attention Mr. Eddie Longstreet Interim City Clerk, Monday through Friday 8:00 AM – 5:00 PM by close of business Friday, April 13, 2018. Only complete packets will be accepted.