

## **Program Manager Planner/Deputy Director for the Office of Fayette County Emergency Management**

The Fayette County Commission is currently accepting applications for the position of Program Manager Planner/Deputy Director for the office of Fayette County Emergency Management. All persons interested in applying for this position should forward a resume to: Fayette County Commission, P.O. Box 307, Fayetteville, West Virginia 25840. The deadline for the submission of resumes is January 30, 2015. Persons having questions concerning this position or needing a copy of the job description are asked to call Theresa White at (304) 574-3285. The Salary will commensurate with qualifications and experience. We are an Affirmative Action/Equal Opportunity Employer. The Fayette County Commission will not discriminate against any interested individual on grounds of race, creed, color, sex, religion, age, handicap or national origin. The Fayette County Commission has the right to accept or reject any or all applications received.

### **Job Summary:**

Under the direction of the Director of the Fayette County Emergency Management the Program Planner/Deputy Director will be responsible for the overall program management for the department, writing updating and coordinating plans for Emergency Management and acts as the Director when he/she is unavailable. The employee is required to perform all similar or related duties. This employee will work with the Fayette County Emergency 911 Center and the Emergency 911 Coordinator; Fayette County Fire departments and the Fire Services Coordinator. This position will maintain a well-functioning environment for the coordinated and comprehensive county emergency services preparations and operations. This position monitors policy and procedures for emergency management, preparation of emergency plans and coordination with county officials, fire departments and non-county agencies.

Additional responsibilities include but are not limited to the administration of Federal Emergency Management Agency (FEMA) emergency grant programs, and Homeland Security Grants. This position has ultimate responsibility for the preparation of budgets and maintains financial reports as related to grants. Significant public contact is required and the position requires independent decision-making and action. Problems encountered range from routine to highly complex in nature. Employee must practice attention to detail.