

HELP WANTED
HALIFAX COUNTY
FULL-TIME EMERGENCY SERVICES COORDINATOR

The County of Halifax is seeking an individual for a full-time position as Emergency Services Coordinator. A detailed job description is available online at www.halifaxcountyva.gov or at the County Administration office located at 1030 Mary Bethune Street, Suite LL1, Halifax, VA. Typical tasks include, but are not limited to, maintaining records of facilities and volunteer personnel, representing the Department at community events, educating the public about emergency services; coordinating the operations and communications of emergency services with fire, rescue, and emergency medical services; coordinating activities of all emergency agencies and relief/assistance during disasters and recovery periods; preparing annual budgets, preparing funding/grant requests; maintaining adequate inventories of supplies; Requires the ability to communicate effectively, the knowledge, skills and tactics for emergency events, requires the ability to wear and operate personal protective equipment. A Bachelors degree (B.S.) from a four-year college or university or five to ten years related experience or equivalent combination of education and experience related to Fire Services and Emergency Services are preferred. Must possess valid driver's license, EMT-B Certification, and NIMS/ICS400 Certification. Starting salary dependent upon qualifications. Halifax County Employment Application is available online at www.halifaxcountyva.gov (jobs) or call 434-476-3300. Send resume and completed application to County Administrator, P. O. Box 699, Halifax, VA 24558 marked Confidential by May 31, 2018. EOE