



**COUNTY OF PRINCE EDWARD, VIRGINIA
COMMUNITY DEVELOPMENT SPECIALIST/DEPUTY EMERGENCY
MANAGEMENT COORDINATOR**

The County of Prince Edward is accepting applications for an experienced full-time **Community Development Specialist/Deputy Emergency Management Coordinator** to administer the County's E-911 addressing and GIS program, assist with zoning and code enforcement and environmental permitting, and support County emergency management functions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS: The purpose of this position is to assist in coordinating the county's emergency management operations and to coordinate the E-911 addressing functions. Additionally, this position will assist the Director of Planning & Community Development with code enforcement and environmental permitting functions, as needed. Emergency situations contribute to the complexity of the work. Work is performed under the general supervision of the Assistant County Administrator and Director of Planning & Community Development.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of emergency management, environmental permitting and hazard prevention; thorough knowledge of county E-911 addressing, Master Street Address Guide and GIS system; knowledge of the county stormwater and erosion control ordinances and ability to obtain E&SC and Stormwater Inspector from Virginia DEQ within 1 year of hire; ability to analyze and systematically compile technical and statistical information and to prepare reports; ability to interpret various rules and regulations; ability to prepare and present technical information clearly; ability to establish and maintain effective working relationships with County Officials, associates, representatives of other public agencies and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, emergency management, environmental planning or related fields. Local government experience with E-911, emergency management, County GIS system, and environmental inspection/permitting is preferred. Completion of FEMA Training (IS-100.c, 200.c, 700.b, 800.c, 230.d, 235.c) is required within 1 year of hire. Additional FEMA/VDEM course work, a plus. Must possess or obtain within 1 year of hire the certifications as an E&SC and Stormwater Inspector from Virginia Department of Environmental Quality (DEQ).

SALARY: DOQ (with full county benefits).

CLOSING DATE: Open Until Filled.

Submit resume and Prince Edward County application to: Prince Edward County Administrator's Office, PO Box 382, 111 N. South Street, 3rd Floor, Farmville, Virginia 23901. A printable County applications and complete position description are available on the County's web site at www.co.prince-edward.va.us or in the Prince Edward County Administrator's Office, at (434) 392-8837. EOE.