



GLOUCESTER COUNTY
invites applications for the position of:

Administrative Assistant – Emergency Management

SALARY: \$18.01 per hour

OPENING DATE: 07/27/2020

CLOSING DATE: 08/10/2020

DESCRIPTION:

PART-TIME GRANT FUNDED POSITION

The hourly rate for this position is \$18.01.

This part-time position works 24 hours/week and may be required to work a flexible schedule that varies weekly to include nights and weekends.

Performs a combination of moderately difficult and responsible clerical, administrative and technical duties in support of the Emergency Management Department. Employee must exercise sound judgment, initiative and attention to detail in completing assignments. Employee must also exercise considerable tact and courtesy. This is a grant funded position and all work must be performed within the framework and mandates of the grant. Reports to the Assistant Emergency Management Coordinator.

Qualifications

Preferred possession of an Associate's degree, with course work in administrative support, technology, business, purchasing, or related field.

Preferred minimum 2 years of experience in administrative support services.

Any equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

Special Requirements

May be required to work a flexible schedule that varies weekly to include nights and weekends.

Within six months must successfully complete the following training courses: ICS 100, ICS 200, IS 700, IS 800.

Within one year, must complete the FEMA Professional Development Series or the National Emergency Management Basic Academy.

For a complete job description and to apply online, visit our website at: www.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer