

County of Nottoway, VA  
Emergency Services Coordinator

Nottoway County, Virginia as part of its operational transformation is seeking applications for the position of Emergency Services Coordinator from persons willing to serve in a challenging and changing environment.

**Job Summary:** Nottoway County's Emergency Services Coordinator will be responsible for managing the County's Emergency Management Program, providing advice and guidance to County Officials and Volunteers, coordinating state and federal disaster relief and recovery programs, and implementing local, regional, state and federal mandates. This position will also be responsible for planning, developing, implementing and maintaining the County's Emergency Plans; attend meetings to exchange information related to emergency response; and negotiating and implementing agreements for the facilitation of emergency planning and County responses.

**Required Minimum Qualifications:** A combination of experience and education equivalent to graduation from an accredited, four-year College or University with a Bachelor's Degree and three years of experience in Emergency/Disaster Planning, Preparedness, Response, Mitigation or Resource Management. Must qualify to possess a valid Commonwealth of Virginia driver's license. Completion of Federal Emergency Management Agency (FEMA) Courses; ICS 100-400, IS700, and IS800.

Starting salary range is \$53,220 - \$85,590, DOQ. A full job description can be found at [FT-EM-Services-COORDINATOR-JOB-DESCRIPTION-Final.docx](#). A job application can be found at <https://nottoway.org/wp-content/uploads/2021/09/Nottoway-County-Job-Application.pdf>. Please send a cover letter, resume, three professional references, and application to [lmorgan@nottoway.org](mailto:lmorgan@nottoway.org). The full time Emergency Services Coordinator position will remain open until filled. Nottoway County will begin reviewing applications on October 25, 2021.

**Nottoway County, Virginia is an Equal Employment Opportunity Employer.**