

City of Emporia, Virginia

Position

Emergency Services and Risk Management Coordinator

Deadline to Apply

Friday, August 25th by 5:00 PM

Job Description and Responsibilities

The City of Emporia (population 5,927) seeks applicants for the position of Emergency Services and Risk Management Coordinator. Responsible for planning, preparing, and testing the emergency preparedness of the City; Responsible for emergency operations planning for natural and manmade disasters; Responsible for coordinating, documenting, and providing emergency management training necessary to meet the standards required by state and federal mandates; Serves as Risk Management Coordinator for the City; Coordinates staff Safety Committee meetings; Develops training documents and workplace safety policies; Coordinates and assists with implementation of VML Insurance Risk Management guidelines; Reports to the City Manager.

Salary Range

Starting at \$47,570 annually plus benefits.

Education and Experience Requirements

Any combination of education and experience equivalent to graduation from high school supplemented by courses and/or training in law enforcement, emergency management, fire science, risk management, and workplace safety. Experience in emergency management, risk management, and workplace safety.

Residency Requirements

Must reside within the corporate limits of Emporia, Greensville County, or a 25 mile radius of the City within 12 months of appointment in order to provide timely response in emergency situations.

Special Requirements

Possession of a driver's license.

Must meet and maintain all local, state, and federal training and certification requirements.

How to Apply

Must submit a completed City employment application, cover letter, and resume to:

Emergency Services and Risk Management Coordinator Search
ATTN: Lori Jarratt, Assistant to the City Manager
City Manager's Office
201 S. Main Street
P.O. Box 511
Emporia, VA 23847

Application materials may also be submitted electronically to Lori Jarratt at lori.jarratt@ci.emporia.va.us. City employment application may be obtained on the City's website at www.ci.emporia.va.us. All application materials must be received no later than 5:00 on Friday, August 25th. Selected candidate must successfully complete a background investigation and drug screening. City of Emporia is an Equal Opportunity Employer (EOE).

Posted July 28, 2017