

NOTICE OF EMPLOYMENT OPPORTUNITY
GREENE COUNTY EMERGENCY MANAGEMENT DIRECTOR

The Greene County Emergency Management Advisory Board, Bloomfield, Indiana, seeks to hire a full-time Greene County Emergency Management Director. Incumbent serves as Director for Greene County Emergency Management, responsible for directing and coordinating programs to provide specialized human services in response to disaster affecting citizens and property. The work location for this position is Bloomfield, Indiana. Interested persons should request a detailed job description with requirements and job application by contacting the Greene County Attorney's Office at (812) 384-0081; via email to marvin.abshire@co.greene.in.us; or under Employment Opportunities on the county's website, www.co.greene.in.us. Resumes and job applications must be received by the Greene County Attorney's Office, Courthouse, 1 E Main Street, Bloomfield, Indiana 47424, no later than 4:00 PM on Friday, August 1, 2025. Following the receipt and review of resumes with job applications submitted, the Emergency Management Advisory Board will schedule interviews with qualified candidates.

The successful candidate will, *among other qualifications*, satisfy the following:

- Baccalaureate Degree in related field and/or equivalent combination of training and work experience preferred. Must be at least 21 years of age.
- Ability to meet all hiring requirements, including passage of a written exam and successful completion of required training programs provided by Federal Government.
- Working knowledge of the principles involved in developing budgetary requests, and ability to administer department budget.
- Knowledge of and ability to follow local, state, and federal civil defense laws, regulations, and procedures during varied situations and circumstances.
- Ability to plan, direct, administer, and supervise activities of department, including prioritizing and delegating work assignments, establishing specific work goals, administering department policies, providing training, evaluating work performance, ensuring proper completion of tasks and conformance with policy, maintaining discipline, and recommending corrective action as warranted.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to effectively communicate orally and in writing with co-workers, other County departments, volunteers, local, state, and federal emergency service personnel, vendors, dispatch, United Way, committee members, Red Cross, first response, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations, and detailed prints, sketches, layouts, specifications, and maps.
- Ability to apply knowledge of people/locations and plan/layout assigned work projects.
- Ability to plan and present public speaking presentations, fund raisers, and special events.
- Ability to serve on 24-hour call and respond to emergencies from off-duty status.
- Possession of a valid Indiana driver's license and a demonstrated safe driving record.

2025 County salary ordinance fixes the compensation for this position at \$26.07 per hour, 35 hours/week.

GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.