



KOOTENAI COUNTY
invites applications for the position of:

Volunteer Coordinator - Emergency Operations Center

DEPARTMENT: Sheriff's Office

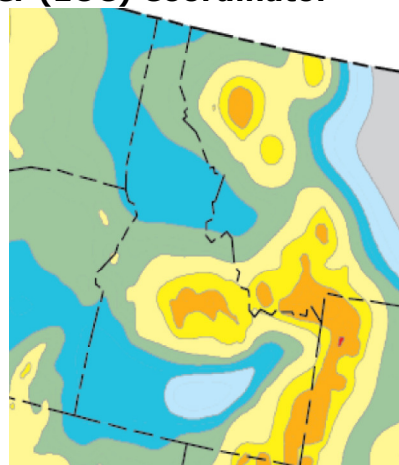
SALARY: \$14.50 - \$16.55 Hourly

OPENING DATE: 04/18/19

CLOSING DATE: Continuous

SUMMARY:

Emergency Operations Center (EOC) Coordinator



"The Office of Emergency Management's mission is to provide and coordinate mitigation, preparedness, response, and recovery programs necessary to protect people, property, and the environment from major emergencies and disasters." – Director, Sandy Von Behren

Part of the solution in an emergency

THIS POSITION facilitates a vital volunteer program for the Office of Emergency Management while ensuring that the Emergency Operations Center's readiness. This position also serves to supply the department with a variety of clerical support.

- \$14.50 to \$16.55 per hour
- Public Employees Retirement System of Idaho (PERSI), a pension plan with five year vesting, **11.32% employer contribution**, and a lifetime payout upon retirement.
- Excellent and comprehensive benefits package. For example, employee-only medical/dental/vision premium of only \$47.00 (*tobacco free rate*). View our entire [benefits package](#).

- [Public Student Loan Forgiveness Program](#)

View the [full job description](#).

AN IDEA OF THE FUNCTIONS FOR THIS POSITION:

- Recruits and coordinates volunteer staffing
- Serves in a leadership role in the Emergency Operations Center (EOC)
- Mobilize and demobilize EOC during emergency's
- Assists with inventory and grant assets
- Serves as a backup for accounts payables, purchasing, agendas and taking meeting notes
- Please view the Office of Emergency Management website <https://www.kcsheriff.com/186/Emergency-Management>

DO YOU QUALIFY?

- Do you have an Associate's degree and a minimum of (5) years related experience, and or an equivalent combination?
- Do you possess or have the ability to possess a driver's license and be insurable?
- Do you have the ability to obtain training certificates on all EMPG required training within 12 months of hire?
- Please view the complete list of qualifiers at the end of this job posting.

CONTACT US:

Office of Emergency Management, Sandy Von Behren (208) 446-1775
svonbehren@kcgov.us

Human Resources (208) 446-1640
kchr@kcgov.us

OUR LOCATION:

Located in beautiful northern Idaho, and home to approximately 150,000 residents, Kootenai County is surrounded by scenic mountains and more than twenty pristine lakes - an outdoor enthusiast's dream. The largest city and county seat is located in Coeur d'Alene and is on the majestic shores of Lake Coeur d'Alene. With a low crime rate and cost of living that is below the national average and significantly less than in larger cities, it is an ideal place to call home. [Click here](#) to learn more about living in Kootenai County.

TO APPLY: Apply online at www.kcgov.us . Must successfully pass the County's pre-employment and subsequent drug tests. Must undergo and successfully pass a stringent background and criminal investigation.

EOE/Vets Preference/Drug Free Workplace

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kcgov.us/departments/personnel/jobs/>

Position #2018-00036
VOLUNTEER COORDINATOR - EMERGENCY OPERATIONS
CENTER
MH

451 N Government Way
PO Box 9000
Coeur d'Alene, ID 83816
(208) 446-1640

kchr@kcgov.us

Volunteer Coordinator - Emergency Operations Center Supplemental Questionnaire

* 1. For this application we require a cover letter as well as resume. Please verify that you have attached a cover letter and resume prior to submitting this application.

Yes No

* 2. If you are a veteran, did you attach a copy of your DD214?

Yes No

* Required Question