



# Onslow County Position Vacancy Announcement

## EMERGENCY MANAGEMENT

### POSITION TITLE: EMERGENCY SERVICES TRAINING OFFICER

**Position Number**

4330-141

**Hiring Range**

\$38,213 - \$49,677

**Opening Date**

August 20, 2010

**Closing Date**

August 30, 2010

**How to apply?**

Applications must be submitted by 5 pm on the closing date to:

**Onslow County HR**

220 Georgetown Road, Suite 100  
Jacksonville, NC 28540  
910-347-7600 Phone  
910-347-2793 Fax

**Onslow County provides eligible employees with a competitive benefits package including paid health and dental insurance, paid holidays, and other optional benefits.**

Onslow County Human Resources Office is **not** responsible for failure to receive faxed applications. Please take a moment to ensure your transmission was received.

**Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Onslow County. This service, if required, will take precedence over duties described in this position vacancy announcement.**

ONLOW COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER  
M/F/D/V

**Position Responsibilities**

Performs technical work planning and conducting employee training and development programs for all divisions of the Emergency Services and Homeland Security Department which includes Emergency Medical Services, Emergency 911 and Emergency Management; does related work as required. Work is performed under the general supervision of the Assistant Director of Emergency Services and Homeland Security.

**Knowledge, Skills, and Abilities**

Knowledge of:

- Research, data analysis and report presentation techniques;
- Emergency medical care techniques and procedures;
- Advanced life support methods, procedures and equipment;
- Medical terminology;
- The methods, materials, practices, and techniques and equipment required for emergency medical treatment;
- The Incident Command System.

Ability to:

- Speak distinctly and deal with the public under stressful conditions and remain calm;
- Operate standard office, data entry and computer equipment;
- Train personnel effectively;
- Maintain training records and required training sources to maintain department required certifications as well as continuing education;
- Establish and maintain effective working relationships with associates and the general public.

**Minimum Education and Experience Requirements**

Associate degree with major coursework in Emergency Medical Services or Emergency Management with 5 years of experience in emergency services, Incident Action Plan and grant management; or, Bachelors degree in Emergency Medical Services or Emergency Management with 3 years experience in emergency services, Incident Action Plan and grant management.

**Special Requirements**

Must have NIMS Incident Command System (ICS) 100, 200 and 700 certifications; Emergency Management Institute Incident Systems (IS) 240,241 and 242 certifications; CPR certification; a North Carolina Paramedic Level I Instructor certification; and must obtain Emergency Medical Dispatching credentials within 24 months of employment and become an instructor with the local community college within 3 months of employment.

