

Bottineau County 911 Coordinator/Emergency Manager/Weed Officer

Bottineau County is seeking to fill the combined position of 911 Coordinator/Emergency Manager/Weed Officer. This is one full-time benefited position serving three functions for the County.

The 911 Coordinator is responsible for the planning, organizing, coordinating and managing of the 911 emergency communications system. The Emergency Manager is responsible for managing and directing the administration of the County Emergency Management program, to assure state of readiness of the emergency operations center, and to develop and maintain a comprehensive system in which to respond to, and recover from, known and unforeseen hazards or situations caused by an act of nature or man. The Weed Officer is responsible for the noxious weed control operations in the county, including the expenditure of funds, enforcement of state regulations and educating and assisting the public in controlling noxious weeds. The Weed Officer must have or be able to obtain a commercial applicator's certification from the North Dakota State University, Pesticide Division.

Important functions of this combined position include records management, tracking of funds, providing training opportunities, grant writing, and securing resources. Minimum qualifications include at least 2 years of college (preferably a Bachelor's degree) and at least two to four years of professional work experience in emergency management, agronomy, education, public or business administration, operational planning or research. Professional work experience in a field closely related to the functions of this combined position may substitute for the education requirement on a year-for-year basis.

Position is full-time and includes health, retirement, holidays, sick and vacation. Salary DOE. *Please review complete job description and required qualifications before applying.*

Application and job description can be found online at <http://botco.homestead.com/>. Veteran's Preference does not apply to this position. Applications are also available at the Bottineau County Auditor's office. Please submit completed application and resume to the Bottineau County Auditor's office by September 22, 2017. EOE