

The Piscataquis County Commissioners are seeking qualified applicants for the full-time position of Director of Emergency Management. The Director is responsible to maintain records for financial activities within the agency to include federal, state, county, and local funding expenses; operate the administrative aspects of the agency on a day-to-day basis; maintain the computer records for county emergency plans and standard operating procedures; and is on call 24 hours a day for emergency situations. This is a salary position of 35 hours per week and is located in the Peaks House in Dover-Foxcroft.

The ideal candidate will possess a high school diploma, be in good physical condition, have a working knowledge of Microsoft and Excel, have knowledge of county government financial practices, have excellent verbal and written communication skills, have the ability to follow complicated procedures, possess good judgment and have experience with a variety of radio communications equipment. Preferred qualifications are college degree in Emergency Management or a closely related field and knowledge and understanding of the agency and its responsibilities.

Applications and a detailed job description are available at the Commissioner's Office. Please send an application, resume and cover letter by Friday, July 23 to:

Piscataquis County Commissioners

163 East Main Street

Dover-Foxcroft, ME 04426

207-564-6500