

December 18, 2018

TO: Athens Messenger

**RE: Help Wanted Ad**

The Board of Athens County Commissioners will be accepting applications for the position of **Emergency Management Director/Local Emergency Planning Committee Coordinator**. Job description; formulate operational plans for emergency operations, compiles information regarding resources and facilities for use in the event of a disaster, acts as the lead in securing State/Federal disaster recovery assistance, plan and coordinate a major annual emergency simulation for Local Government leaders, misc. administrative duties, attended required training, writing, coordinating and updating the county all-hazard Emergency Operations Plan.

**BASIC REQUIREMENTS:** Knowledge of public administration, County departmental functions, laws and funding sources, public relations, modern office practices and procedures including use of computers, bookkeeping procedures and budgets, knowledge of word processor, and a valid Ohio Operators license

Application and job description are available online at **co.athensoh.org**, under **Commissioner/ Employment**. Submit application and resume to: 15 South Court Street, Athens, Ohio 45701, and should be returned no later than January 18, 2019 by 3:00 p.m. Affirmative Action Employer

Publish 12/26 and 1/6