



CUSTER COUNTY
HUMAN RESOURCE OFFICE
420 Mt. Rushmore Road
Custer, South Dakota 57730

Emergency Management

Custer County is looking to fill a full time position with benefits an Emergency Manager

This position is responsible for organizing and managing resources and responsibilities to deal with all humanitarian aspects of emergencies. Major Job Duties Coordinates implementation of comprehensive plans, procedures and systems to ensure an efficient and effective hazardous materials preparedness and response to major emergencies and disasters and disasters throughout the county. Coordinates, implements, and directs county-side contingency preparedness training and exercise that rehearse response and recovery from a wide variety of emergencies. Assists with the writing of plans and procedures for emergency operations and disasters in Custer County. Coordinates, manages and evaluates countywide plans for transportation, shelter, evacuation and re-entry from a wide variety of emergencies. Coordinates logistics with a variety of entities regarding plans, develops and maintains written procedures and protocols. Works with other municipal and county governments to build a strong emergency management program throughout jurisdiction and region. Assists in ensuring the EOC facilities, monitoring of weather bulletins, develop and send out hazardous weather warnings as needed. Responsible for training, development, supervision, support and deployment of Community Emergency Response Team Volunteers. Prepares and submits annual Grant Applications, financial solutions and preparation of the yearly budget. Performs general office support duties such as answering the telephone, maintaining filing system.

South Dakota Certification in Emergency Management/ or the ability to obtain certification within 2 years. – Associates degree preferred – Three years of related experience preferred

Position description and application are available at custercountysd.com/jobs or contacting Tim Holland, Custer County Human Resource Director, 420 Mt. Rushmore Rd., Custer, SD 57730; 605-673-8134 . Applicants must fill out a Custer County application. Custer County is an equal opportunity employer. Position will be open until filled.