The Sandusky County Commissioners are accepting applications for full-time EMA / 911 Deputy Director. An Example Of Minimal Acceptable Qualifications Include: Completion of secondary education with training or experience in public administration, disaster/emergency planning, hazardous materials handling, grantsmanship, or equivalent combination. Completion of required training through the State. Must possess a valid Ohio vehicle operator’s license. Work Duties Include But Are Not Limited To: Assists Director in assessing the vulnerability of the County and communities to disasters; edits and reviews with the Director the County Emergency Operations Plan; compiles information regarding response abilities, e.g., types and numbers of equipment available, equipment locations, personnel resources and training; coordinates training for emergency response personnel; coordinates response of various agencies; maintains list of available resources (e.g., location of emergency equipment and supplies, etc.); coordinates training for various entities as necessary. Assists in preparing budget proposals; assists with grant writing; monitors department expenditures; prepares payroll; prepares financial reports for Davis-Besse and State EMA; orders office supplies and maintains inventory; prepares purchase orders; submits accounts payable and records accounts receivable; prepares invoices for assessments and other items as needed. Maintains emergency and amateur radios and equipment; conducts radio tests as instructed by the State; conducts monthly weather siren and weather monitors cable vision test; responsible for Davis-Besse inventory. Interested applicants may apply by application to Sandusky Co. H.R., 622 Croghan St., Fremont, OH. Deadline for applications is 7/28/14 or until filled. EOE.