

**EDGEFIELD COUNTY GOVERNMENT**  
**PART-TIME ASSISTANT**  
**EMERGENCY MANAGEMENT DEPARTMENT**

Under general supervision, performs administrative duties, training, and planning tasks to support activities in the Emergency Management office. Work involves being responsible for implementing and managing community Emergency Operations Plans, administering and seeking grants for emergency services and other county agencies, and performs other duties as required. Employee must be able to communicate courteously and effectively when dealing with Local and State officials and in meeting with the general public. Hours are flexible. Must be able to work evenings and weekends when needed. Employee must be able to respond at all hours during emergencies. Reports to the Emergency Management Director. High school diploma or equivalent required. Must have training in NIMS, EMS, Fire Services, grant writing, and office administration. Must possess a valid state driver's license. The salary for this position is \$10.00 per hour/20 hours per week.

Edgefield County conducts pre-employment drug testing, DMV and criminal background checks on prospective employees. Applications may be obtained at the Edgefield County Government Building, 124 Courthouse Square, Edgefield, SC or on the Edgefield County website at [www.edgefieldcounty.sc.gov](http://www.edgefieldcounty.sc.gov)

**EQUAL OPPORTUNITY EMPLOYER**