

**EDGEFIELD COUNTY GOVERNMENT
E-911 DIRECTOR**

Edgefield County is seeking qualified applicants for the position of E-911 Director. Job requirements include managerial and administrative work in coordinating and directing the County emergency communications and the county E-911 telephone system. Work involves administration duties handling budgets, reports, deposits, etc.; addressing the County with addresser mapping programing; updating MSAG; knowledge of ARC GIS mapping; making all corrections with the telephone company; adding new roads to grid book; entering all data to E-911 database; helping with dispatch and schools on locations of roads and addresses; assisting realtors and mortgage companies with research for tax numbers and addresses; taking road work orders and building complaints; assisting with questions about permits; giving permits for buildings, electrical, plumbing, HVAC, roofing and siding, manufactured homes, and pools; scheduling building inspections; preparing maps; and ordering all street name signs for the County. This position requires a high school diploma with training in communications, law enforcement, emergency management, business, public administration, or a related field, with 2 to 3 years of experience in emergency communications work, preferably including administrative and program planning; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. The starting salary for this position is \$39,222 or greater, depending on qualifications. Edgefield County conducts pre-employment testing for the use of illegal substances, as well as criminal background checks. This position will remain open until filled by a qualified applicant. Applications may be obtained at the Edgefield County Administration Building, 124 Courthouse Square, Edgefield, SC or on our website at www.edgefieldcounty.sc.gov

EQUAL OPPORTUNITY EMPLOYER