

Lucile K. Taylor - Converse County Clerk

107 N. 5th St., Suite 114 • Douglas, WY 82633-2448

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May 28, 2008

POSITION: Converse County, Wyoming, Emergency Management Coordinator. Salary: \$3300 to \$4000/month plus benefits. Salary negotiable, depending upon experience and qualifications.

JOB DESCRIPTION: Maintain county emergency management program. **EDUCATION AND EXPERIENCE:** High school diploma or GED equivalent. Degree or related experience in Business Management, Business Administration, or Public Administration. Minimum 2 years experience in emergency response or related field, plus a minimum of 2 years office management experience. Grant writing/administration experience preferred.

Employment applications and the full job description are available on the County's website at <http://conversecounty.org>, Wyoming Workforce Employment Center or by contacting the Converse County Clerk's Office, Douglas, WY, (307) 358-2244.

Preference given to applications received by the Converse County Clerk, 107 No. 5th St, Suite 114, Douglas, WY 82633-2448 no later than 5:00 p.m. on June 30, 2008. Interview schedule is expected to be mid to late July 2008. Open until filled. **Converse County is an EEO/ADA Employer.**