

JOB ANNOUNCEMENT

VFD FIRE COORDINATOR

Lauderdale County Board of Supervisors is now accepting resumes for the position of Fire Coordinator. Salary is negotiable depending on qualifications.

The Fire Coordinator is a full-time, permanent position in the Volunteer Fire Department. The immediate Supervisor for this position is the County Administrator. The person in this position is supervised on a weekly basis and supervises 400 Volunteers. The Fire coordinator works regular- hours, year-round, and always works overtime and frequently works at night. The person in this position never works shift work and is always on call. Fifty percent of the work is indoors and fifty percent is outdoors. The position has accountability for fiscal, budgetary, safety, and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations. The stress level associated with this position is moderately high. Physical work involved in this position includes, but is not limited to, climbing ladders, and pulling heavy objects (water hose). The person in this position should have high school diploma or its equivalent, a valid Driver's license and 5 years of experience are required and 5 years of experience are recommended.

Knowledge, Skills and Abilities:

- General office and filing practices and procedures
- Proper grammar and proper use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- OSHA Standards and Regulations concerning employee safety
- Mathematical skills, including addition, subtraction, division and multiplication
- General function and operation of municipal government
- Budget procedures
- General idea of the Fire Department, its functions and operation

Skills and Abilities:

- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other county employees, etc., both oral and written
- Maintain confidentiality

Send resume by June 25, 2010 at 5:00 P.M. to County Administrator, 410 Constitution Avenue, 11th Floor, Meridian, Mississippi 39301 or email to ccates@lauderdalecounty.org.