



**KOOTENAI COUNTY**  
invites applications for the position of:

## **OEM Preparedness Coordinator**

---

**DEPARTMENT:** Sheriff's Office  
**SALARY:** \$17.22 - \$20.04 Hourly  
\$35,817.60 - \$41,683.20 Annually  
**OPENING DATE:** 08/03/21  
**CLOSING DATE:** Continuous  
**SUMMARY:**



### **Office of Emergency Management Preparedness Coordinator (Planner)**

**THE POSITION:** This position performs a wide variety of administrative work in planning, training, exercising, coordinating, and implementing disaster mitigation, preparedness, and response and recovery activities.

- \$17.22 -\$20.04 per hour DOE
- Public Employees Retirement System of Idaho (PERSI), a pension plan with five year vesting, **11.94% employer contribution**, and a lifetime payout upon retirement
- Excellent and comprehensive benefits package. For example, employee-only medical/dental/vision premium of only \$55.33 per month (nicotine free rate). View our entire [benefits package](#).
- [Public Student Loan Forgiveness Program](#)

View the full job description at [www.kcgov.us](http://www.kcgov.us).

#### **WE ARE INTERESTED IN CANDIDATES THAT:**

- are well organized and a self-starter
- have excellent communication skills both orally and written
- have the ability to multitask while demonstrating accuracy, and an attention to detail
- have the ability to network

#### **DO YOU QUALIFY?**

- Do you have an Associates Degree or Applied Associates Degree or Certifications from a two year college and a minimum of five (5) years of experience and/or combination of education and experience?

- Do you possess or have the ability to obtain a valid driver's license and be insurable?
- [Click here](#) to check out the complete list of qualifiers.

**CONTACT US:**

**Sheriff's Office (208)446-1306**

**Marcia Heglie, Personnel Administrator/Administrative Manager**

[mheglie@kcgov.us](mailto:mheglie@kcgov.us)

**Human Resources (208)446-1640**

[kchr@kcgov.us](mailto:kchr@kcgov.us)

**TO APPLY:** Apply online at [www.kcgov.us](http://www.kcgov.us) . Must successfully pass the County's pre-employment and subsequent drug tests.

EOE/Vets Preference/Drug Free Workplace

:

:

:

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.kcgov.us/departments/personnel/jobs/>

Position #2020-00100  
OEM PREPAREDNESS COORDINATOR  
BG

451 N Government Way  
PO Box 9000  
Coeur d'Alene, ID 83816  
(208) 446-1640

[kchr@kcgov.us](mailto:kchr@kcgov.us)

---

### **OEM Preparedness Coordinator Supplemental Questionnaire**

- \* 1. Do you understand that failure to disclose information requested from any question or even a partial disclosure on any question in this application could result in disqualification from the hiring process?
- Yes    No

\* Required Question