

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
EMERGENCY MANAGEMENT AREA COORDINATOR

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: **Candidates on a Current Exam Certification List**

Location: Emergency Services, Middletown

Job Posting No: 8597

Salary: *\$66,608.00 - \$85,851.00 (AR25)

Closing Date: **Monday, April 9, 2012**

New hires to state employment start at the minimum of the above salary range.

Eligibility Requirement:

Candidates must have applied for and passed the Emergency Management Area Coordinator exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities:

Considerable knowledge of public information and/or communication methods and techniques; knowledge of planning principles and techniques; ability to interpret and apply relevant state and federal statutes, laws, and regulations; considerable oral and written communication skills; considerable interpersonal skills.

General Experience:

Six (6) years of professional experience in community planning, public communications, or public information.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree
2. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

Special Requirement:

Incumbents in this class may be required to travel.

Working Conditions:

Incumbents in this class may be exposed to moderately disagreeable conditions, particularly in times of disasters.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, and promotion employment rules, if applicable.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Monday, April 9, 2012 close of business** to:

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 – 8356

*Incomplete or late application packages will not be considered.

Due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please do not send the original via mail.

Interested candidates for employment at the Department of Emergency Services and Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/Equal Opportunity Employer