

JOB OPENING
NOBLE COUNTY GOVERNMENT
EMA DIRECTOR

Noble County has an opening for a full-time EMA director. Work hours are Monday – Friday 8:00 AM – 4:00 PM. Benefits include health insurance, PERF retirement, life insurance policy, vacation, sick, personal days.

DUTIES:

- Develops and oversees department operation, including keeping the advisory Council informed on activities, conducting exercises as required by the Department of Homeland security as well as submitting yearly reports.
- Supervises assigned staff and volunteers.
- Prepares and implements the comprehensive emergency management plan and conducts testing of the plan within the county's boundaries.
- Works closely with officers and employees of incorporated and unincorporated areas
- Prepares departmental budgets and performs grant writing.
- Make rapid and accurate assessment of property damage, personal injuries, basic needs and special need as soon as an emergency or disaster occurs.
- Attends various meetings, conferences and seminars to maintain current knowledge of the emergency management field.
- Serves on 24-hour call for emergencies.

REQUIREMENTS

- High school diplomas or GED and Professional Emergency Management Certification.
- Must be at least 21 years of age
- Ability to meet all employer and department hiring requirements, including successful completion of required training programs such as FEMA professional development series and Incident Command System
- Knowledge of and ability to follow local, state, and federal homeland security laws, regulations and procedures.
- Knowledge of current training programs and ability to develop and direct training of department personnel and volunteers.
- Ability to effectively communicate orally and in writing with co-workers, other county departments, volunteers and local state and federal emergency service personnel.
- Ability to work on several tasks at the same time and work rapidly for long periods.
- Ability to read and interpret detailed prints, sketches, layouts and specification and maps

- Ability to plan, prepare and present public speaking presentations, fund raisers or special events.
- Ability to work extended, week-end or evenings and travel out of town for training, conferences, etc.
- Ability to serve 24-hours on call for emergencies
- Possession of a valid Indiana driver's license and demonstrated safe driving record.

Interested applicants should submit a completed Noble County job application located on the Noble County Indiana web page go to employment information and download the application. Resumes may also be submitted with the job application. Please send to Jackie Knafel, Noble County Coordinator, 109 N York St Albion Indiana 46701 no later than 3:30PM on Monday August 17, 2026. Applications and resumes may also be e-mailed to jackie.knafel@nobleco.gov by the same above date and time.