

NOBLE COUNTY EMERGENCY MANAGEMENT

FULL TIME JOB OPENING

Noble County Emergency Management is looking for a full time assistant director. This is a full time position 8:00 am – 4:00 pm Monday thru Friday. Benefits include health, dental and vision insurance along with a retirement package.

DUTIES:

- Assist in developing and overseeing department operations including keeping advisory council informed on emergency management activities
- Submits yearly reports on mitigation, preparedness, response and recovery
- Assists with training, designing and conducting exercises as required by the Department of Homeland security.
- Assists in preparing and implementing the Comprehensive Emergency Management plan.
- Assists in preparing and administering departmental budgets and grant writing.
- Prepare and presents public speaking presentation as directed
- Issues proper insignia and papers to emergency management workers in emergency situations
- Makes rapid and accurate assessment of property damage, injuries, basic needs as soon as an emergency or disaster has been declared.
- Attends various meetings, conferences and seminars to maintain current knowledge in the emergency management field and maintains necessary training requirements.

JOB REQUIREMENTS

- High school diploma or GED and professional emergency management certification.
- Ability to meet all employer and department hiring requirements, including successful completion of required training programs
- Knowledge of and ability to follow local, state, and federal homeland security/emergency management laws, regulation, and procedures.
- Ability to effectively communicate orally and in writing with co-workers, other county departments, volunteers, and local, state and federal emergency services and personnel.
- Ability to provide public access to the public while maintaining departmental confidentiality.
- Ability to work alone and to work on several tasks at the same time.
- Ability to occasionally work extended, weekends, and evenings and to travel out of town for training.

All interested applicants can apply by completing the job application found on the Noble County Indiana website under employment information. Applications can be sent to the Noble County Coordinator at 109 N York St. Albion Indiana 46701 or e-mail to jackie.knafel@nobleco.gov by Wednesday September 9, 2026 at 3:30 PM.