

NOW HIRING: Part-Time Rich County Emergency Manager

Rich County is hiring a Part-Time Emergency Manager to help us prepare for and coordinate emergency planning and response. This is an administrative role — not a firefighter or law enforcement position. Salary is based on experience and estimated between \$21,000–\$25,000 annually.

Key Responsibilities:

- Maintain and update the County's Emergency Operations Plan
- Coordinate with Utah DEM, FEMA, and local partners
- Manage emergency-related grants
- Organize trainings and community preparedness events
- Assist in operating the Emergency Operations Center during major incidents

What We're Looking For:

- Organized and detail-oriented
- Strong communication and planning skills
- Willing to complete FEMA emergency management training (we'll support it)
- High school diploma or GED
- Valid Utah driver's license

Position Details:

- Part-time with flexible hours
- Primarily office-based
- Must be available during emergency situations as needed
- No firefighting or law enforcement duties

How to Apply:

Pick up an application at the Rich County Clerk's Office Monday–Friday, 9:00 AM–5:00 PM (closed 12–1 PM for lunch) Or download the application at:

https://www.richcounty.gov/wp-content/uploads/rich_county_job_application.pdf Submit your application AND resume to: Rich County Clerk's Office Randolph, UT 84064 Or email: jlee@richcounty.gov sweston@richcounty.gov bcoc@richcounty.gov