

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Emergency Management  
Fiscal/Planning Technician**  
**Department of Public Safety**  
An Equal Opportunity Employer

**Emergency Management Fiscal/Planning Technician – Department of Public Safety**

\$16.88 hourly (Grade C08), 40 hours per week

Hours are typically Monday through Friday from 8:00 am – 5:00 pm

**Apply by 5:00 pm on Thursday, February 4, 2021**

The Department of Public Safety is currently seeking a motivated and detail oriented professional to join the Emergency Management team.

As the Emergency Management Fiscal/Planning Technician, you will be responsible for the routine management of all Homeland Security Grant Program (HSGP) funds allocated to Carroll County, utilizing the Carroll County FMS and MEMA GMS software systems. You will have the opportunity to help create a more resilient community by assisting with the development and implementation of emergency preparedness and outreach activities. The Emergency Management Fiscal/Planning Technician serves in the Finance and Logistics Section of the Emergency Operations Center when activated.

The ideal candidate for this opportunity will have prior grants management and bookkeeping experience, will be capable of working on multiple projects concurrently, and will be able to exhibit flexibility and dependability during both day to day and emergency operations.

Click [here](#) for the full job description.

**Qualifications:**

1. Associate's degree in Emergency Management, Public Administration or related field
2. One year experience in bookkeeping
3. Completion of coursework in emergency management or disaster preparedness
4. Completion of FEMA IS-100, IS-200, ICS-300, IS-700 and IS-800 courses (or must obtain within 6 months of employment)
5. Valid driver's license
6. Requires criminal background check as condition of employment

*A comparable amount of training and experience may be substituted for the minimum qualifications*

**Benefits of working for Carroll County Government:**

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 12 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

1/14/2021  
(21-53)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.