

**MARYLAND EMERGENCY MANAGEMENT AGENCY
CAMP FRETTERD MILITARY RESERVATION
5401 RUE SAINT LO DRIVE
REISTERSTOWN MD 21136**

This is a position specific recruitment to fill one vacancy for an Administrator II position at the Maryland Emergency Management Agency located in the Lower Eastern Shore Region. Those who are interested in future vacancies within this classification will need to re-apply at that time.

RECRUITMENT FOR: ADMINISTRATOR II
Announcement #: 10-2587-913
(Please list job title and announcement number on your application.)

SALARY: \$42,632 - \$68,250 (Grade 17)

Reflects the Salary Reduction per Executive Order 01.01.2009.11 – State Employees Furlough and Temporary Salary Reduction Plan effective 09/23/2009. Employees will be required to take a specified number of furlough days pursuant to the Plan.

CLOSING DATE: March 9, 2010

NATURE OF WORK: Manage, direct and coordinate, from the Lower Eastern Shore Region location, the Maryland Emergency Management Agency's efforts and activities as part of a statewide emergency management program in partnership with local jurisdictions.

**APPLICANTS MUST MEET BOTH THE MINIMUM
AND THE SELECTIVE QUALIFICATIONS TO BE CONSIDERED.**

MINIMUM QUALIFICATIONS:

- Education: A Bachelor's degree from an accredited college or university.
- Experience: Four years of experience in administrative staff or professional work.
- Notes: 1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.

SELECTIVE QUALIFICATIONS:

Three years of the above experience must have been performed within one of the response disciplines (emergency management, fire/rescue, emergency medical services, hazardous materials, law enforcement, public works, or public health).

LICENSES, REGISTRATIONS AND CERTIFICATES:

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

PREFERRED QUALIFICATIONS:

Experience in multiple response disciplines and/or within an emergency management agency performing emergency management functions preferred. Masters degree preferred.

SPECIAL REQUIREMENTS OF THE POSITION:

Applicant must be eligible to obtain a government security clearance within one year of being hired.

SELECTION PROCESS: Only applicants who meet both the minimum and selective qualifications will be considered for this position. Qualified applicants will be ranked as BEST QUALIFIED, BETTER QUALIFIED OR QUALIFIED and placed on the employment (eligible) list for at least one year.

EXAMINATION: The examination will consist of a rating of your education, training, and experience related to the requirements of this position. The rating will be based on the information contained on your State application (MS-100). Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education related to the essential functions of this position listed above in the position description.

TO APPLY: Please submit a Maryland State Employee Application (MS-100) for this position, including the announcement number. Resumes will not be accepted in lieu of completing the application. Information must be received at the address below by 5:00 p.m. on the closing date. Faxed applications will not be accepted. The Human Resource Department is not responsible for applications sent to any other address.

Maryland Emergency Management Agency
Camp Fretterd Military Reservation
5401 Rue Saint Lo Drive
Reisterstown MD 21136
Attn: Human Resources

Applications are available at www.dbm.maryland.gov or www.mema.state.md.us.

An Equal Opportunity/ADA Employer