



JOB VACANCY ANNOUNCEMENT

DEPARTMENT: Public Safety
POSITION: **Emergency Management Agency (EMA) Coordinator**
POSTING DATE: 03/17/2026
REMOVAL DATE: 04/07/2026

Oversee, coordinate and carry out the daily operations of the Emergency Management Agency in conjunction with the Department of Public Safety and the Crawford County government. Responsible for the efforts of prevention, mitigation, preparation and response to hazards and disasters affecting Crawford County.

Mandatory Minimum Qualifications

- *Experience with Emergency services is highly desired.
- *High-school diploma or equivalent.
- *Possess a valid driver's license.
- * Bachelor's degree in emergency management or relevant field preferred. **OR** combination of equivalent education and work experience.
- *Able to pass a Criminal record and background check.
- * Ability to effectively supervise others
- * Good communication skills
- * Proficient Computer and Typing skills relevant to work in Emergency services.
- * Ability to work with the public and other agencies in an effective manner
- * Ability to prioritize emergencies and execute appropriate action
- * Demonstrate ability to work well with fellow employees
- * Work in various environments and conditions.

Job Description:

- Directs daily operations of EMA, Hazardous Materials program and Homeland security program.
- Interact with officials from public and private organizations to coordinate aspects of the Emergency management program.

- Coordinate the collection of damage assessment information in conjunction with PEMA requirements and standards.
- Support the operations of the County Public Safety Answering Point as needed.
- Coordinates the provision of unmet needs during times of disaster or other crisis affecting local agencies and populations.
- Assists in research, plan development policy and procedure, checklists and guidelines related to the Emergency Management program and related agencies/organizations.
- Serves as the county point of contact with state and federal agencies.
- Maintains Emergency Operations plans and Plans of continuity.
- Coordinates the delivery of training and exercises in relation to Emergency Preparedness.
- Interacts with county-based volunteer agencies/organizations to further the county disaster preparedness programs.
- Maintains and updates the county hazard mitigation plan
- Interacts with media outlets as needed.
- Provides assistance/resources to agencies/organizations at Emergency incidents.
- Established the county Emergency Operations Center (EOC) as needed and appropriate.
- Assists in developing and maintaining Emergency Operations Plans (EOP) for various sites and facilities.
- Completes and submits required reports as directed.
- Coordinates the activities of the Local Emergency Planning Committee (LEPC).
- Participates in other related activities and committees at the discretion of the Director of Public Safety.

Wage:

- *Range of \$50,000 to \$58,000 annual, commensurate with experience. Generous county benefit package.*

The successful candidate shall obtain all necessary certifications required by the Pennsylvania Emergency Management Agency up to and including the level of County Associate Certification.

Interested individuals should submit a county application and/or letter of intent with resume to the Director of Public Safety no later than April 7th, 2026.

Obtain county application at:

<https://www.crawfordcountypa.net/HR/Pages/Employment-Opportunities.aspx>

Applications can be submitted to the following:

Email: gbeveridge@co.crawford.pa.us

Mail: Crawford County DPS

632 Pine St., Meadville PA. 16335