



## Human Resources Department

616 Third Avenue  
Two Harbors, MN 55616  
Phone: (218) 834-8323  
Fax: (218) 834-8482  
Website: [www.co.lake.mn.us](http://www.co.lake.mn.us)

April 18, 2025

## EMPLOYMENT NOTICE

**POSITION: EMERGENCY MANAGEMENT DIRECTOR/SAFETY OFFICER**

The current vacancy is for one full-time position in the Lake County Emergency Management Department and is eligible for Benefits Package.

**SALARY:** \$33.47 - \$45.32 per hour

**CLOSING DATE: Open until filled; initial review due May 2, 2025**

Applications must be on official forms. Resumes will be accepted, but not in lieu of an application.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Emergency Management or related field; 3 years related experience; or an equivalent combination of education and experience; ability to obtain Basic Emergency Management Certificate; and a valid Driver's license.

**RESPONSIBILITIES:**

At-will, salaried, Department Head position that serves under the administrative direction of the Lake County Administrator. Responsible for planning and developing emergency management programs. Responsibilities may include leading efforts to create emergency plans; responding to, mitigating damage, and recovering from emergency and disaster situations; preparing grant applications; developing emergency management training; managing emergency operations and projects; recommending policy changes; assisting with division budget; and delivering emergency preparedness outreach. Serves as the County Safety Officer.

**WORK TEST PERIOD:**

Appointee to the position must successfully complete probationary period per contract.

**BACKGROUND CHECK:**

Applicants selected for appointment must pass a criminal background check.

**DRUG TESTING:**

Applicants selected for appointment must take and pass a drug test.

**PHYSICAL-MEDICAL STANDARDS:**

Applicants must meet essential physical requirements of the position.

**EMPLOYMENT ELIGIBILITY VERIFICATION:**

All new employees must complete and sign employment eligibility verification form on the first day of employment. Documentation verifying identity and employment eligibility must be submitted within three days of the first day of employment.

**APPLICATION INFORMATION:**

Application and Classification Specification may be obtained by contacting Lake County Human Resources Department, 616 Third Avenue, Two Harbors, MN, 55616; or Lake County Service Center, 99 Edison Boulevard, Silver Bay, MN, 55614; or website: [www.co.lake.mn.us](http://www.co.lake.mn.us); or call (218) 834-8323.

**ACCOMMODATION:**

Applicants who wish to request accommodation to application process should contact Lake County Human Resources at (218) 834-8323.

**NON-DISCRIMINATION:**

Lake County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, sex (including pregnancy), age, color, national origin, religion, disability, sexual orientation, gender identity, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, genetic information, or any other protected classification.