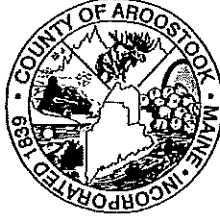


County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER



COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

Emergency Management Agency

Finance and Planning Associate

We are looking for a highly organized, detail-oriented support person to work with the County Emergency Management Team in Caribou, Maine. The Finance and Planning Associate is a full-time position and provides administrative support and general bookkeeping and accounting related tasks to the EMA office and writes planning documents adhering to state and federal guidelines.

Prepares quarterly and yearly financial reports. Oversees processing of bills for payment. Answers phone, opens and distributes the mail, and directs visitors. Schedules calendars and meetings for the EMA staff and prepares written correspondence. Serves as liaison with public and private sector partners to provide emergency agency planning services. Works with communities to assist with writing emergency management related plans. Works closely with planning committees. Tracks important information and participates in committee meetings.

Applicants will need to possess excellent organizational skills, computer skills, basic finance skills, good writing skills, and ability to work well under deadlines. High school degree or equivalent and up to 2 years related experience in similar position.

Interested applicants please send a cover letter, resume and three references no later than May 18th to:

Aroostook County Commissioners' Office
Attn: Human Resources Department
144 Sweden Street, Ste. 1
Caribou, ME 04736
Or
christina@aroostook.me.us

Aroostook County Government is an Equal Opportunity Employer.