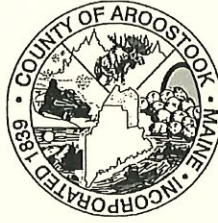


County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER



COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

COUNTY OF AROOSTOOK PART-TIME ASSISTANT PLANNER

The County of Aroostook is accepting applications for a part-time (20 hours per week) Assistant Planner position at our County Emergency Management Agency in Caribou.

The successful candidate will work with public and private sector partners to provide emergency management planning services. Primary responsibilities include, but are not limited to: coordinating meetings, writing plans, presenting preparedness information to the public, compiling data and working in the Emergency Operations Center. Performs a variety of clerical support to the EMA office as needed.

Applicant must be proficient in Microsoft Office Suite, have general knowledge and experience with computers, good communication skills and ability to follow directions. Must have up to two (2) years related job experience. Must be physically able to perform all duties required, with ability to lift twenty (20) lbs. Must be willing to work flexible hours, as needed for emergencies.

Must possess a high school diploma or equivalent, valid State of Maine driver's license and successfully pass a background check.

To be considered for this position, please submit a cover letter and resume to the address below no later than Friday, September 29, 2017.

County Commissioners' Office
Attn: Human Resources Department
144 Sweden Street, Ste. 1
Caribou, ME 04736

Or email cover letter and resume to: christina@aroostook.me.us

The County of Aroostook is an Equal Opportunity Employer.