

Montgomery County EMA/EPA Office
Now Hiring: Deputy Director

The Montgomery County Emergency Management Agency / Environmental Protection Agency Office in Hillsboro is seeking a highly motivated and experienced individual to fill the part-time position (up to 30 hours per week) of **Deputy Director**.

Position Summary:

The Deputy Director will assist the Director in planning, coordinating, and directing emergency management and environmental protection operations throughout Montgomery County. This administrative leadership role requires proactive involvement in disaster preparedness, response planning, mitigation efforts, environmental compliance, grant research, writing and compliance, and community education.

Key Responsibilities:

- Support the Director in the administration and daily operations of EMA/EPA functions.
- Coordinate with local, state, and federal agencies on emergency preparedness and environmental matters.
- Participate in emergency response planning, training, and exercises.
- Assist in developing and implementing policies and procedures to ensure regulatory compliance.
- Represent the department in meetings and public forums as needed.

Qualifications:

- Background in Emergency Management, Environmental Science, Public Administration, or a related field (or equivalent experience).
- Minimum of 3 years of experience in emergency management, public safety, environmental protection, or related fields.
- Strong leadership, communication, grant writing, ability to work with excel and word and organizational skills.
- Ability to work in high-pressure environments and during emergency situations.
- Familiarity with ICS, NIMS, and federal/state emergency management systems.
- Pass a background check

Salary/Benefits: Salary up to \$19.00 per hour based on experience. Benefits include Illinois Municipal Retirement Fund (IMRF) and Illinois Paid Leave for All Workers (PLAW).

To Apply: Email application, cover letter, resume and references to danh@montgomerycountyil.gov or mail to:
Montgomery County EMA/EPA Office

Attn: Director

120 N Main Street

Hillsboro, IL 62049

Application available online at: <https://montgomerycountyil.gov/employment-opportunities-at-montgomery-county/>

Application Deadline: 4:00 p.m. Monday, June 9, 2025