

# Wilcox County Board of Commissioners

## “EMA Coordinator”

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Wilcox County Board of Commissioners is seeking applications for the position “EMA Coordinator”. Interested parties should mail their resume along with a completed job application which can be found on the county website under job announcements. [www.wilcoxcountygeorgia.com](http://www.wilcoxcountygeorgia.com). Additional details of the job description and responsibilities can be viewed on the county website under job announcements.

You may mail your application and resume to the address at the EMA Office 529 East American Legion Road. Rochelle GA. 31079. You may also email your application and resume to Charles Futch at [futchw39@gmail.com](mailto:futchw39@gmail.com) or Richard Rhodes at [ffemtrhodes@gmail.com](mailto:ffemtrhodes@gmail.com). Applications and Resume will be accepted from Wednesday, February 4, 2026 until the position is filled.

Wilcox County is an Equal Opportunity Employer and a Drug Free Workplace.

# Board of County Commissioners

## Wilcox County, Georgia

103 North Broad Street  
Abbeville, Georgia 31001  
(229)467-2737  
Fax: (229)467-2000

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***(EMA COORDINATOR)***

### **Essential Functions**

#### **Wilcox EMS**

- Receive and return phone calls and emails for the Departments
- Submit files as needed to the County Office
- Submit files as needed for various local, state and federal organizations
- Participate in the license/certification renewal for the Departments
- Maintain all personnel files
- Ensure that all EMS Training records are maintained in LMS
- Schedule all EMS personnel for shifts
- Submit timeclock/payroll documents to the County Office
- Review Patient Care Reports and submit for billing
- Receive payments for services rendered
- Make deposits and payments from bank accounts as needed for the Departments
- Submit Grant Paperwork as needed to various state, local, federal, and other organizations
- Attend all Regional EMS Council meetings (quarterly)
- Attend all Regional Trauma Advisory Council Meetings (quarterly)
- Attend all Healthcare Coalition Meetings (quarterly)
- Maintain all office supplies
- Ensure that Fleet Maintenance is performed as needed
- Participate in the annual site review for Wilcox EMS performed by the OEMST
- Participate in the Redesignation of Wilcox EMS Education Program
- Manage the Social Media/Community outreach program as needed
- Participate in local “career days” to represent the Departments
- Perform minor building and yard maintenance as needed
- Must obtain and maintain NREMT certification and state licensure as an EMR/EMT within 24 months of hire date

#### **Wilcox Fire**

- Submit Grant Paperwork as needed to various state, local, federal, and other organizations
- Complete and submit fire reports as required by GFTSC/NERIS

- Complete and submit monthly training records as required by GFTSC and ISO
- Complete and submit annual training records as required by GPPF
- Submit and maintain a roster of all County Firefighters as required by GFSTC
- Attend all GFSTC Meetings (quarterly)
- Assign 911 addresses as needed
- Maintain all personnel files
- Maintain vendor paperwork and order supplies as needed
- Maintain all office supplies
- Ensure that Fleet Maintenance is performed as needed
- Manage the Social Media/Community outreach program as needed
- Participate in local “career days” to represent the Departments
- Perform minor building and yard maintenance as needed
- Must obtain and maintain “volunteer firefighter” as specified by GFSTC within 18 months of hire date

#### **Wilcox EMA**

- Submit Grant Paperwork as needed to various state, local, federal, and other organizations
- Submit all annually required paperwork for GEMA
- Maintain EMPG and HMPG grants
- Maintain all personnel files
- Attend quarterly GEMA meetings
- Maintain all office supplies
- Ensure that Fleet Maintenance is performed as needed
- Manage the Social Media/Community outreach program as needed
- Participate in local “career days” to represent the Departments
- Perform minor building and yard maintenance as needed
- Must obtain and maintain Georgia Certified Emergency Manager certification within 36 months of hire date

#### **Education and Experience:**

- Have a High School education or GED.
- One (1) to two (2) years of experience in-office setting or has a proven track record of building and maintaining a highly successful reporting, multitasking, and office management skills, or
- An equivalent combination of education and experience that yields the necessary knowledge, skills and abilities.

#### **Necessary Knowledge, Skills and Abilities:**

- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department.
- Knowledge of the principles and practices of Emergency Management, Emergency Medical Services, and Fire & rescue. Knowledge of the theories and techniques of these services’ delivery for a variety of populations. Knowledge of relevant laws, departmental and safety guidelines, and county policies and procedures.

- Ability to compile comprehensive reports. Ability to communicate effectively, orally and in writing, with employees, the media, community groups, other governmental agency representatives, County officials and the general public. Ability to supervise department employees and volunteers.
- Knowledge of federal, state, and local laws, and safety regulations pertaining to EMA, EMS, & FIRE. Knowledge of budgetary processes and procedures.
- Experience with grant writing.
- Knowledge of risk management best practices, insurance safety guidelines and developing safety plans and procedures.

### **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee works with moderate frequency in outside weather conditions. The employee works with moderate frequency near moving mechanical parts and in high, precarious places and is exposed to wet and/or humid conditions, fumes and airborne particles, and vibration on moderately frequent basis.
- The noise level in the work environment is frequently quiet to moderate but may be loud in the field during events.

### **SPECIAL REQUIREMENTS**

Valid State of Georgia Driver's License (or the ability to obtain one within thirty days).

**Hiring Range:** \$31,200.00 - \$35,000.00 annually, based on experience and qualifications.

All interested applicants must submit a completed application and resume. Both the application and the resume must be emailed to Charles Futch at [futchw39@gmail.com](mailto:futchw39@gmail.com) or Richard Rhodes at [ffemtrhodes@gmail.com](mailto:ffemtrhodes@gmail.com). Position opens until filled.

*The Wilcox County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.*

**E-Verify:** In accordance with state and federal law, this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

**Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.**

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.