



MEMORANDUM

TO: Jay Harrington, County Manager

FROM: Kathy Nelson, Human Resources Director

DATE: August 1, 2022

RE: Request to Hire the Emergency Preparedness and Response Coordinator at Step 9 of the pay scale.

Public Health Director, Roberta Smith is requesting to hire Emy Keeling at Step 9 of the Emergency Preparedness and Response Coordinator pay scale.

Education, certification and license requirements for this position include:

- Bachelor's degree from an accredited college or university in Environmental Health, Public Health, or Emergency Management related fields, required.
- Three (3) years of professional experience working at a state or local public health agency, emergency preparedness, emergency management, or directly related field, with duties and similar responsibilities related to emergency preparedness and response required.
- Valid license to drive a vehicle in Colorado and a safe driving record is required at the time of appointment and throughout employment.
- Must successfully complete National Incident Management System training courses ICS-100, ICS-200, ICS-700, and ICS-800 within one year of appointment.
- Must successfully complete National Incident Management System training courses ICS-300 within two years of appointment.

Ms. Keeling's education and certifications include:

- Bachelor of Science, Land Use Planning & GIS
- Associate in Science, Business Administration
- GIS Professional Certification
- State of CO EMT-B 2002
- ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-800, S130/190, S-341 GIS for Incident Management, S-270

Her work experience includes:

- Routt County, Steamboat Springs, CO, December 2008 – Present
 - GIS Manager, October 2016 – Present
 - Senior GIS Analyst, December 2008 – 2016
- Wildland Firefighter, U.S. Forest Service, Multiple Locations, 2001 – 2006
- EMT-B/Firefighter Volunteer, West Routt Fire Department, 2017 - Present
- Driver Engineer/EMT-B Volunteer, Snake River Fire Rescue, 2000 - 2007

