



COUNTY OF LEBANON

Job Announcement

Posting Date: August 4, 2026

Position:	Database Coordinator
Department:	Department of Emergency Services 1805 Cornwall Road Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Non-Union
Hours:	Approx. 8:00AM- 5:00PM, Monday through Friday (40 Hours a Week)
Pay Grade:	Grade 12 (Non-Union/Non-Exempt Pay Chart)
Salary Range:	\$45,726.95 Annual
Full-Time Employee Benefits:	100% Employer PAID Benefits → Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. Additional Benefits → Pension retirement plan, Health Insurance Exchange Program, Employee Assistance Program, Employee Wellness Program, Revive Health Benefits Program, Connect Care 3 Resources, Connect Care 3 Platform/KOA Foundations App, and Employee Appreciation Program. Voluntary Benefits → Deferred Compensation plan, Short Term Disability, Critical Illness, Accident, and Cancer insurance.

A County of Lebanon Application MUST be completed for consideration for this position. Resume is recommended, however, is optional unless otherwise stated below.

➤ **Applications will be accepted through Tuesday, September 1, 2026.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position manages and maintains the 911 computer-aided dispatch system, including users, response plans, units, common names, and address alerts. The position also maintains databases, alerting systems, and information portals used by department staff and external public safety personnel; issues public safety credentials and identification cards; maintains countywide user accounts; and ensures data accuracy through regular audits and verification. Participation in the department's duty officer and/or IT on-call rotation and Emergency Operations Center operations is required.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

A public safety background is preferred. Applicants must be highly proficient with computer systems and possess a high school diploma AND an equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Applicants must also possess a valid Pennsylvania driver's license, have an acceptable driving record, and be able to satisfy the position's criminal-history requirements (CLEAN/CJIS).

APPLICATION AND RESUME SUBMISSION OPTIONS:

1. Email directly to Human Resources → Apply@lebanoncountypa.gov
2. Mail to → 400 S. 8 th Street, Room 200 Lebanon, PA 17042 ATTN: Human Resources
3. Fax to → (717) 675-2668 ATTN: Human Resources

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