

POSITION DESCRIPTION

Perry County Emergency Management

CLASSIFICATION TITLE: Administrative Assistant / Grant Coordinator 50/50

FLSA STATUS	Non-Exempt	REPORTS TO	EMA Director
FLSA TYPE	N/A	DEPARTMENT	EMA
CIVIL SERVICE STATUS	Classified	DIVISION	Commissioners

DISTINGUISHING JOB CHARACTERISTICS

Incumbent is responsible for assisting the Director in planning, developing, and directing the preparation implementation of the countywide emergency operations plan. The incumbent assists in planning, developing, and coordinating the preparation and implementation of all grant programs. The incumbent reports to the Director of the Emergency Management Agency. The incumbent is responsible for the coordination of Grants to include budgetary, projects, events, planning and developing the grant program. Individual updates resource manuals, takes minutes at all meetings as needed. The individual is responsible for updating SARA Title Tier III chemical filings on a yearly basis via CAMEO. Responsible for maintaining Continuity of Operations Plan. Receptionist for EMA Office. Individual responsible for Safety Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty listed below. Reasonable accommodations made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Individual answers telephones.

Accounts Payable and Receivable

Tracks SARA Title Tier III Chemical Filings via CAMEO

Assists in preparation and implementation of the countywide emergency operations plan and establishes and maintains the Emergency Operations Center and appropriate alerting systems.

Updates phone resource directories, disaster plans. Completes Damage Assessment Filings and updates the membership listing for the LEPC Committee.

Prepares and records the minutes of all meetings.

Maintains, secures, and compiles information regarding resources and facilities to use in the event of a natural or manmade disaster.

Establishes and maintains working relationships with all emergency response.

Devise's correspondence, completes forms and develops reports associated with office/grant programs.

Coordination with federal, state, and local emergency management agencies and assists in purchases of equipment. Track's funding information including expenditures via computerized Grant Applications.

Shall attend all designated meetings, workshops, conferences, and training sessions and perform a variety of public relations duties. Attendance at evening/weekend meetings, in-state travel for training, on-call availability and extended hours during emergencies are also required.

Manage business functions of EMA office, maintain fiscal records, and prepare reports; purchase supplies and equipment; process bills for payment; participate in budget preparation.

Assist in planning and recommending purchasing of office supplies and equipment. Interprets and implements Federal and State regulations.

Recommends and enforces, in a consistent manner, office policies and procedures.

Handles complaints and public inquiries regarding office programs.

CRITICAL SKILLS/EXPERTISE

Need to have thorough knowledge of computer programs such as Office 365, MS Word, MS Excel, MSPowerPoint, Adobe, and the internet.

The basic knowledge of the principles of the guide to emergency management program. Extensive knowledge of policies, procedures, and be able to assist staff in performance responsibilities.

The basic knowledge of local government's structure and processes.

Need to have knowledge and ability to apply rules, regulations and guidelines associated with Emergency Services and public service.

Need the ability to define and solve problems, collect data, establish facts to draw valid conclusions using judgment and analytical skills.

Need to have the ability to communicate effectively, both orally and written.

Need the ability to work effectively with clients who may be upset, distraught, irate, emotionally, mentally, or otherwise unable to function within reasonable range or constructive behaviors.

Need the ability to work independently, under pressure and to set and achieve goals.

Need the ability to organize and maintain large volumes of information and paperwork.

Need the ability to effectively program and plan independently and in collaboration with other staff units and outside agencies.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Ability to operate a variety of office equipment such as computer, copier, telephone, calculator, FAX machine, CD, DVD, radios, pagers, and other equipment necessary to perform duties. Ability to use a motor vehicle is required.

CONTACT WITH OTHERS

Contact is with co-workers, employees from public and private sector organizations and the public at the local and state level. The purpose of those contacts is to guide and direct, check on progress of work assigned, coordinating services, job development/referrals and handle questions about the office, programs, and client concerns.

DIFFICULTY OF WORK

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individuals are required to provide technical assistance to staff personnel on programs, policies, the interrelationship of programs, unique computer applications and must function under extremely complex, time sensitive and difficult situations. The job requires the individual to be continually aware of change occurring which must be learned and passed on to staff. Procedures need developed for implementing changes at the local level.

RESPONSIBILITY

Individual operates independently of supervision in handling daily operations. Normally receiving the supervisors' input when needed and to establish priorities. Errors in work may cause inaccuracies in reports, records or technical data resulting in inaccurate or incomplete information and may cause loss of efficiency of response of emergency services and possible loss of property and life.

WORKING CONDITIONS

The minimum work conditions for the position indicate that the individual exposed to both inside and outside conditions with exposure to weather temperatures ranging from below 32 degrees AND above 100 degrees for periods in excess of one hour. Operational functions can result in the possible exposure to hazardous substances, fire, etc... Hours may vary beyond normal work hours (evenings, weekends, holidays) during an Emergency and Grant Events.

USUAL PHYSICAL DEMANDS

Position incumbents performing this job's essential duties and responsibilities typically exhibit the following physical demands. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

The physical requirements of the position identified as sedentary work that may require the lifting of up to fifty pounds, except when conducting field operations.

The physical activity of the position is normally typing, talking, hearing, listening, reaching, and walking. Presence at operational incident scenes can require additional, more extensive physical activity such as climbing.

The minimum visual activity of the seeing job is near to the eye for administrative functions and both near and far for operational functions

SUPERVISION RECEIVED

Work methods and related problems: Individual updates and discusses program operation with Supervisor and asks for direction, if needed.

Productivity: Individual is responsible for handling workload in a complete, accurate and timely manner. Productivity measured on how well timeliness standards met.

Quality of work produced: Individual ensures paperwork is accurate and reports are correct and timely according to work standards.

Budget: Individual completes budget reports within required period and assists with developing the annual budget. Oversees expenditures and receipts.

Staffing and/or organizational changes; Not Applicable

Office objectives: Individual has written goals and objectives. Individual evaluated quarterly and is responsible for meeting those goals.

Direction and/or guidance received from supervisor: Direction and guidance received upon request and through management meetings and quarterly evaluation meetings with the Director.

QUALIFICATIONS

High School Diploma or GED required. Core college coursework or equivalent in business/financial. Individual shall have or be able to acquire a FEMA Professional Development Series Certification in Emergency Management within three years of hiring. PowerPoint and Adobe, excellent verbal and written communication skills and the ability to perform in extremely critical situations. The individual must possess a valid Ohio Driver's License and acceptable driving record.

LICENSURE OR CERTIFICATION REQUIREMENTS

Individual shall have or be able to acquire FEMA Professional Development Series Certification in Emergency Management within three years of hiring. FEMA IS100, IS200, IS700, IS800, IS300 & IS400.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

Commissioner Representative

Date

EMPLOYEE UNDERSTANDING

Employee

Date