

Franklin County
Position Description

Position Title: Assistant Emergency Management Coordinator

Department: Emergency Management

Reports To: EMA Director

Date: March 2022

GENERAL SUMMARY:

This position functions as an Assistant to the Emergency Management Agency Director in the capacity of Coordinator of many of the daily functions. The regular scheduled hours for this position will be 7:00 – 4:00 (40 hours per week) Monday through Friday. This position does require some nights, weekends and holiday work.

ESSENTIAL JOB FUNCTIONS:*

- Assists with the review and implementation of response plans and the preparation of plans for a comprehensive response to a broad array of natural and manmade disasters that affect Franklin County.
- Assists with the applications for state and federal assistance grants for emergency management programs; prepares and processes special and recurring financial and activity reports.
- Develops and maintains inventory of emergency management equipment and resources. Maintains the resource manual for contact information.
- Coordinates and assists with (but not limited to): Local Emergency Planning Committee (LEPC), Amateur Radio Emergency Services (ARES), Tier II, Student Tools for Emergency Planning (STEP)
- Assisting with managing Emergency Management Website, Facebook Page and continuing our public relations to the community.
- Assists the Director with training and exercises and to develop coordinated responses to disasters and civil emergencies.
- Assists with processing the finances for the Emergency Management Agency, along with maintaining accurate financial documents as required by the state and federal government for approved grants.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Experience managing complex budgets
- Driver's license required
- Computer skills required; typing, Microsoft office programs
- Knowledge of management and supervisory principles and practices including program planning, contract administration, budgeting, direction, coordination, evaluation, and data processing methods and techniques.
- Familiarity with local governments and Emergency Management Agency programs, good judgment, an understanding of state and federal laws, experience preparing budgets, and proficiency in word processing,

- Ability to communicate effectively, both orally and in writing, and make effective presentations of technical, complex, and sometimes sensitive information.
- Ability to work independently and to coordinate the efforts of individuals and organizations.
- Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations.
- Ability to organize and oversee work programs, work schedules, progress reviews, and monitor budgets.
- Ability to develop and maintain effective working relationships with other staff and external partners.
- Ability to establish and maintain accurate records of all activities and operations.
- Experience with Emergency Management or Response organizations, in leadership roles, is preferred. At least 2 years of management or supervisory experience preferred.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Time spent in office environment, and out in the field subject to extreme variations of temperature, weather conditions, noise, odors, etc.

Use of computer keyboards requiring eye-hand coordination and finger dexterity.

Perform special work in emergency situations, requiring exercise and use of appropriate safety precautions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change