

Clinton County, Iowa
Job Description

Emergency Management Agency

Job Title:	Administrative Assistant	Job Code: N/A
Department:	Emergency Management Agency	Pay Grade: N/A
Reports to:	Emergency Management Coordinator	FLSA: Non-Exempt
Salary Range	\$30,000 - \$35,000	

Summary

Contributes to the efficient and productive operation of EMA by performing responsible secretarial and minor administrative duties; assists in the organization and supervision of all EMA volunteer personnel. This position is available for 24-hour recall during emergencies and periods of activation.

Essential Job Duties and Responsibilities:

- Available for recall to the Clinton County Emergency Operations Center which is staffed 24-hours a day during emergency conditions in order to support operations.
- Assists in the development and maintenance of plans, policies, and procedures to meet numerous natural and technological hazards that could potentially affect the County.
- Ability to work nonstandard office hours including attendance of evening meetings, and real or simulated emergencies as required including after duty hours recall.
- Records and transcribes meeting minutes for various associations and committees that are supported by the emergency management agency.
- Performs administrative and office support for the Emergency Management Agency. Such as; fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, filing and scanning documentation. Assists in preparing and implementing departmental budget; monitors expenditures to ensure compliance with approved budget.
- Utilize various computer software programs to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections.
- Maintains general office files, reference materials, account records, personnel records and a variety of other records.

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- Operates a variety of equipment and tools associated with emergency management activities.
- Communicates with EMA Coordinator, county officials, employees, volunteers, other departments, other municipalities, other emergency agencies, public safety agencies, medical providers, government agencies, community organizations, local businesses, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Assists in the planning, organization, and coordination of disaster preparedness activities. Also including, securing and updating of information regarding facilities and resources which are available for use in emergency situations.
- Performs other related duties as assigned by the Emergency Management Coordinator.

Minimum Qualifications Requirements - (Education and Experience):

Associate's degree (A. A.) or equivalent from a two-year college or technical school and two years related office work, emergency services, or related work experience.

Certificates, Licenses, Registrations: Must possess a valid driver's license

Minimum Qualifications – (Knowledge, Skills and Abilities)

- Ability to understand local, state, and federal laws, regulations, principles, and practices pertaining to emergency management, disaster preparedness, emergency planning, and recovery operations.
- Ability to work well with people from a variety of agencies and backgrounds
- Ability to communicate effectively and professionally during emergency situations.
- Ability to establish and maintain effective working relationships with other employees, public officials, and the general public.
- Ability to attend public meetings, public hearings, training sessions, or other committee meetings as necessary at night or on weekends as scheduled to support emergency management activities.
- Ability to exercise sound judgment, evaluate emergency situations, and make responsible recommendations on necessary courses of action.

Language Skills:

Ability to read and interpret documents such as governmental regulations, emergency safety rules, miscellaneous operating instructions and procedure manuals; Ability to write routine reports and correspondence; Ability to speak effectively before groups; Requires knowledge of the English language including spelling, punctuation, and grammar.

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Computer & Office Skills:

Have thorough knowledge of modern office practices and procedures; Ability to operate office computers and relevant software programs to include Microsoft Word, Excel, PowerPoint, Access, Publisher and Outlook; Acrobat Adobe (PDF files); Ability to type 50 wpm; Ability to operate basic office equipment systems such as: copiers, facsimile machines, scanner, and telephone system; Knowledge of general budgeting, bookkeeping, and accounting procedures to include computer related database and spread sheet programs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form; Ability to develop and use initiative and imagination in emergency and disaster situations.

Physical Demands: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling objects and materials of moderate weight (20-40 pounds). Protracted periods of standing or sitting may be required.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Potential exposure to adverse environmental conditions such as: humidity, rain, fumes, temperature extremes, traffic hazards, and bright/dim light.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
