



Richardson County

EMERGENCY MANAGEMENT AGENCY

BRIAN W. KIRKENDALL

Director

Job Description

Emergency Management Administrative Assistant

Revised 12/2017

Description and Nature of Work

The Emergency Management Administrative Assistant is a permanent part-time position. Mandatory annual training is required to maintain employment. Employees are responsible for administrative, technical, and complex tasks regarding planning, implementing and coordinating various phases of emergency management.

While this position is primarily administrative in nature, disaster related work will be as requested by the Emergency Management Director. This work may involve dangerous and/or hazardous locations and/or assignments involving situations that are physically, mentally, and emotionally demanding and/or exhausting. The primary role of this position will be to manage office related activities and assist with meeting federal and state legislation and regulations, within Richardson County and its cities and villages. Work may involve execution of considerable independent judgment in high stress situations where course of action is not always obvious. Some examples of work to be performed are:

- Greets individuals who come to the agency, ascertains their needs, directs them to the appropriate sources for assistance, and/or independently answers their questions regarding operating procedures, policies, laws, and regulations.
- Maintains complete files on all projects: including those pertaining to the Richardson County Emergency Management Agency, and all other related agency functions & activities.
- Serves as our agency's liaison to appropriate organizations, agencies, jurisdictions, offices, and departments.
- Maintains supply and readiness of all office supplies and equipment as needed.
- Assists in researching, writing, applying, and preparing reports and documents.
- Assists with individuals or groups in scheduling and hosting public education programs to increase public awareness of public safety and emergency management issues
- Acts as member of the Richardson County Emergency Management Agency Response Team
- Act as a member of the emergency operations center and/or an incident command post, as requested.
- Remain current with any present or future certification requirements for the Emergency Management Agency or its employees, by county, region, state, or federal government.
- Maintain plan for assigned projects with the ability to multitask and provide status updates.
- Maintain a positive working environment with other Emergency Management Agency Staff.
- Manage and maintain agency social media sites and public publications.

- Ability to work in all aspects of an emergency management agency including, but not limited to: administrative tasks and management, technical and non-technical writing, grant management, resource management, public speaking, information technology, policy creation and management, report generation, and both verbal and non-verbal communication.
- Perform any other duties assigned and/or requested by the Emergency Management Director or the Richardson County Board of Commissioners.

Authority

The Richardson County Board of Commissioners and Emergency Management Director delegate authority to fulfill responsibilities of this position. These responsibilities are to be carried out in accordance with sound judgment and within the scope described in any existing operating or administrative policies of the Agency. This position reports to the Director of Emergency Management.

Required Knowledge and Certifications:

- High School Diploma or GED
- Valid driver’s license.
- Valid CPR / First Aid Certification. (Within 6 Months of Hire)
- State of Nebraska Basic Emergency Management Certification. (Within 1 year of Hire)
- Remain current with all required trainings and certifications.
 - NOAA / NWS Storm Spotter
 - FEMA REP Training
 - FEMA IS-1, 3, 5, 29, 42, 100, 120, 200, 230, 235, 240, 241, 242, 244, 247, 248, 700, 702, 775, & 800
- Ability to establish and maintain effective working relationships with the public, other governmental agencies, officials, and co-workers.
- Capable of communicating with and coordinating between governmental and/or private entities.
- Ability to communicate effectively both orally and in writing.
- Ability to respond within reasonable time to an emergency or disaster situation at the request of the Emergency Management Director.
- Be able to acquire and demonstrate knowledge of the principles and procedures of emergency management operations according to federal and state regulations.
- Be able to acquire and demonstrate knowledge of operating office equipment and modern technologies (computers, smartphones, tablets, etc.).

_____ employee

 Director of Emergency Management
 Richardson County

_____ Date