

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Administrative Assistant
DEPARTMENT: Emergency Management
WORK SCHEDULE: 7:30 a.m. - 3:30 p.m., M - F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: December 2008

STATUS: Full-time

DATE REVISED: June 2021

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Administrative Assistant for the Perry County Emergency Management Agency, responsible for managing daily office operations and providing administrative support to Department personnel.

DUTIES:

Composes, types, copies, and files a variety of documents, including, but not limited to, correspondence, memoranda, statistical and financial reports, forms, and bulletins.

Maintains accounts payable ledger, including posting encumbrances, claims and payments, and balancing accounts.

Enter/updates information on computer databases concerning local emergency response material resources, personnel and equipment.

Maintains and updates the Emergency Management Plan and all other supporting Annexes to the plan as required by Indiana Code 10-14-3-9.

Answers telephone, determining nature of call, providing information and assistance, taking messages, and/or referring callers to appropriate individual or department. Operates/responds to two-way radio, including routine checks from the State and other counties.

Assists Director and disseminates a wide variety of information to affected individuals, businesses, and local agencies in the event of a disaster or an emergency situation, including warnings, safety and evacuation instructions, and federal reimbursement procedures.

Collects/analyzes data and notifies emergency management personnel in time of disaster. Assists Director in relaying local severe warnings to media, schools, industries, and businesses and provides information to the National Weather Service concerning weather conditions or damage.

Prepares and processes claims for payroll and other costs, including completing forms, verifying charges and hours worked, and submitting to Auditor as required.

Prepares and submits annual request for reimbursement from State/Federal Emergency Management Administrations.

Writes and administers federal SHSP, EMPG, and HMEP FEMA grant projects and reports to the Indiana Department of Homeland Security Intelligents System.

Submits grant projects, quarterly reports, and infrastructure reports to Indiana Department of Homeland Security.

Assists Director in assigning new addresses, including updates to County GIS Map and to Address Management.

Serves as a member of the Perry County Emergency Management Agency. Attends various local and state training sessions as required.

Serves during disaster related emergencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED. Possession of or ability to obtain/maintain required Department certifications.

Ability to complete National Incident Management System (NIMS) and FEMA Professional Development Series (PDS) and three (3) HSEEP annual exercise as required for Emergency Management Performance Grant (EMPG).

Working knowledge of standard office procedures, computer software programs, and communication message programs used by the Department, and ability to apply such knowledge to a variety interrelated processes, tasks, and operations.

Working knowledge of standard bookkeeping practices and principles, and ability to perform arithmetic calculations and maintain accurate and complete financial records.

Working knowledge of County geography and streets/roads, flood maps, weather patterns, disaster planning, and potential hazards from natural to man-made disasters.

Knowledge of standard filing systems and ability to create and maintain Department files.

Working knowledge of standard English grammar, spelling and punctuation, and ability to compose and prepare correspondence and written reports.

Working knowledge of grant preparation of the Indiana Department of Homeland Security Intelligrants System for state and federal grant programs.

Working knowledge of and ability to complete National Incident Management System (NIMS) and FEMA Professional Development Series (PDS) according to federal and state requirements.

Ability to type with speed and accuracy and properly operate standard office equipment, such as computer, printer, telephone, typewriter, answering and fax machines, paper shredder, calculator, copier, two-way radio, and weather alert/paging system.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio or by telephone.

Ability to effectively communicate orally and in writing with co-workers, other City/County departments, businesses, federal, state and local emergency management agencies/committees, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide access to or maintain confidentiality of department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to understand, memorize, retain and follow oral and written instructions.

Ability to compare or observe similarities and differences between data, people or things.

Ability to compile, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions, and time constraints, and on several tasks at the same time.

Ability to occasionally work extended hours, evenings and/or weekends, and occasionally travel out of town for training, sometimes overnight.

Ability to serve during disaster related emergencies.

II. RESPONSIBILITY:

Incumbent performs duties according to standard Department policies and procedures, with priorities primarily determined by service needs of the public. Assignments and objectives are set jointly by incumbent and supervisor with some degree of flexibility in the job. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through standard bookkeeping checks. Undetected errors could result in inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City/County departments, businesses, federal, state and local emergency management agencies/committees, and the public for purposes of giving and receiving information.

Incumbent reports directly to Emergency Management Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, keyboarding, close vision, color perception, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects.

Incumbent occasionally works extended hours, evenings and/or weekends and may occasionally travel out of town for training, sometimes overnight. Incumbent serves during disaster related emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Administrative Assistant for the Emergency Management Agency describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name