

**JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA**

ADMINISTRATIVE ASSISTANT – EMERGENCY MANAGEMENT

Job Grade: 11

JOB CODE: 365

Department: Emergency Management
Reports To: EMA Director
Date: May 2016
FSLA: Non-Exempt
DOT Reference: 169.167-010
169.167-034

JOB DESCRIPTION

Assist the EMA Director by preparing reports, assisting with the coordination of special projects, preparing correspondence, maintaining financial and other types of records to include FEMA and Department of Homeland Security records. Prepare purchase orders and maintain documentation, assist in preparing and maintaining all Grant files and EMA Inventory files, both hard copy and electronic versions. Maintain all equipment maintenance logs and prepare reports accordingly. Under the direction of the EMA Director, the EMA Administrative Assistant will assist in all functions necessary to mitigate against, prepare for, respond to, and support continued operations during and recovery from, all emergencies or disasters.

ESSENTIAL JOB FUNCTIONS

- A. Serve as Administrative Assistant to the Director (Operations):
1. Greet visitors to the EMA Office, determine the reason for the visit and either provide general information or refer the matter to the EMA Director or other appropriate EMA staff person. See that all Visitors sign in and out.
 2. Answer the telephone, provide general information to the public, take messages and/or route calls to the EMA Director or appropriate EMA Staff personnel.
 3. Assist with coordination of meetings, including preparing agenda, notifying attendees, preparing and disseminating any post meeting information and maintaining electronic files for same.
 4. Assist with the documentation and completion of Public Assistance forms during emergency and disaster situations.
 5. Assist in preparing weekly, monthly and quarterly reports per departmental requirements.
 6. Prepare and maintain numerous databases to include equipment, contact data base, consumables, equipment maintenance logs and others as required.
 7. Assist with and participate in Public Outreach preparation and events.
 8. Assist other EMA Staff personnel with special projects when required to do so.
 9. Assist with Emergency Operations activations to include assisting Duty Officer with documentation.
- B. Conduct purchasing activities for the Emergency Management Office and maintain associated records:
1. Obtain required purchase orders.
 2. Assist the Director and other EMA Staff personnel with purchase of supplies, parts, and related materials from county and state bid in accordance with established procedures.
 3. Balance invoices and purchase orders monthly with budget.
 4. Verify receipt of supplies.
 5. Ensure all Grant purchases are documented both in hard copy and electronic format.

ESSENTIAL JOB FUNCTIONS (Continued)

C. Maintain a variety of records and prepares reports:

1. Maintain inventory records of fixed assets both county and EMA formats.
2. Maintain Issue forms and receipts for all equipment to include all Grant items.
3. Maintain all records for equipment disposition for County, FEMA and Homeland Security.
4. Maintain and balance budget information.
5. Design and print forms for office use.

D. Rotate as Duty Officer and assist with Emergency Operations Center (EOC) activations and operations.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of accounting.
- Knowledge of modern office practices, procedures, systems and equipment including computers and software.
- Knowledge of departmental operations and organization.
- Knowledge of the principles of general management.
- Knowledge of business English, spelling, arithmetic and vocabulary.
- Knowledge of departmental policies and procedures.
- Knowledge of principles of communication.
- Knowledge of Code of Alabama as it pertains to competitive bid law requirements.
- Ability to use a computer to store, retrieve and compile data, prepare reports and correspondence.
- Ability to set priorities, plan and implement activities to maximize efficiency.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
- Ability to read maps.
- Ability to establish and maintain effective working relationships with officials, other departments and the public.
- Ability to handle complaints and provide information in a courteous diplomatic manner.
- Ability to analyze problems and formulate solutions within area of responsibility.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain a variety of records and to prepare reports and answer question from the records.
- Ability to use and operate office equipment such as computer, computer software operating systems, calculator, copy machine, fax machine, telephone system, two-way radio, etc.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
- Ability to work in a high stress environment and the ability to multi-task in fast-paced and stressful situations.
- Skill in dealing with people in a diplomatic manner.

NECESSARY SPECIAL REQUIREMENTS

- Completion of the FEMA NIMS required On-Line Courses within one year of appointment.
- Completion of the FEMA Incident Command class room courses and the Homeland Security Exercise Evaluation Program (HSEEP) within one year of appointment.
- Ability to lead classroom discussions and/or speak in front of large gatherings of people.

▪ ADMINISTRATIVE ASSISTANT – EMA (Page 3 of 3)

- Ability to stoop, bend or lay within floor crawl space areas.
- Ability to function in a high stress environment.
- Ability to work in various environmental conditions such as dusty environments, heat, cold, rain and snow.
- Ability to work extended and unusual hours, including weekends, holidays, and or off-hour shifts during emergencies or disaster situations and during training programs, preparedness exercises and public outreach events.

MINIMUM QUALIFICATIONS

- Graduation from a senior high school or G. E. D. certificate.
- Five (5) years of work experience assisting a department head or high level official in an environment with multiple demands.
- An equivalent combination of education and experience.
- Bachelor's degree in Accounting, psychology, sociology, business administration, public administration or closely related field may be substituted for experience.
- Experience in a government agency preferred.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.