

**Jefferson County Position
Description**

Name: _____ **Department:** Emergency Management
Position Title: Program Assistant **Pay Grade:** 4 **FLSA:** Non-exempt
Date: March 2020 **Reports To:** Emergency Management Director

Purpose of Position

The purpose of this position is to perform program assistance and clerical support tasks for the Jefferson County Emergency Management and Sheriff Departments.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Emergency Management Duties:

- Ensures compliance with County rules and regulations, State and Federal laws, regulations, and rules.
- Monitors the department expenses and revenues, preparing monthly expense and revenue report to the State and County. Tracks financial records of plan of work grants and files and maintains financial paperwork.
- Responds to inquiries and/or complaints from customers or other parties and takes action steps to resolve issues.
- Performs general clerical assignments, updates the Jefferson County resource lists, works with 2-1-1 and the volunteer registry, updates the county EM website page, and works with social media applications.
- Prepares hazardous materials incident contingency plans as defined by Emergency Planning and Community Right-to-Know Act (EPCRA); conducts hazardous materials site inspections; maintains hazardous materials inventory lists; updates hazardous materials forms on computer database and hard copy.
- Reviews annual Tier II submissions, develops new off-site plans as well as county-wide plans, and updates off-site and county-wide plans.
- Participates in hazardous materials incident exercises; participates in exercise evaluations and critiques; attends required number of trainings for the plan of work.
- Assists in developing Departments' budgets; processes invoices; monitors monthly departmental budget and communicates issues of concerns with department head; prepares and submits financial paperwork for annual plan of work.
- Compiles Local Emergency Planning Committee and Law Enforcement/Emergency Management Committee meeting agenda items; types agendas and meeting minutes; attends meetings as required; serves as secretary for the Local Emergency Planning Committee.
- Provides information to business owners, farmers, public officials, and the general public regarding EPCRA programs and its technical requirements and emergency/disaster plans and procedures as well as other departmental programs.

- Participates as members of various committees and programs as needed; coordinates and assists the National Weather Service in the annual Severe Weather Spotters Class held in Jefferson County.

Sheriff Duties

- Maintains knowledge of laws regulating open records and the release of information under the open record requests and laws, including redacting audio, video and written reports and maintaining confidentiality issues.
- Transcribes digital reports and reviews and routes reports accordingly.
- Assembles finished legal documents including face sheets, court referrals, and witness statements to ensure all necessary material is included.
- Enters and maintains demographic information into CIS database.
- Completes administrative tasks such as filing, court calendar preparation, answering and screening phone calls, and ordering supplies.
- Gathers statistical data and verifies accuracy for contribution to the annual report.
- Provides backup for Civil Processing administrative duties.

Common Duties

- Travels as needed for trainings and conferences; overnight stays required for some trainings
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

None.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent required with two to three years related experience and/or training; or associate's degree and one-year experience; or an equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent required with four years related experience and/or training; or associate's degree and two years' experience; or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

None.

Knowledge, Skills, Abilities

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to meet stringent deadlines and to accurately perform and complete written and oral procedures applicable to assigned duties.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictably carry out one's duties.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to write routine reports and correspondence.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

Involves no supervisory responsibility

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee can be exposed to adverse conditions. The noise level in the work environment is usually moderate.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date