



POSITION OPENING

POSTING DATE: October 4, 2018

DEPARTMENT: Emergency Management Agency (EMA)

POSITION TITLE: EMA Program Assistant

HOURS: 20 Hours/Week

GRADE: 11

AFFILIATION: Part-Time-Non Union

Wage: \$14.06 - \$17.59 per hour

APPLICATION DEADLINE: Until Filled

Interested candidates should submit a resume and a County Employment application to:

**Human Resource Department
Tazewell Building
414 Court Street
Suite 200
Pekin, Illinois 61554**

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> at the top right-hand side under "Employment Opportunities."

Tazewell County is an Equal Opportunity Employer

Tazewell County
Emergency Management Agency (EMA)
Job Description

Job Title: EMA Program Assistant
Department: Emergency Management Agency (EMA)
Reports To: EMA Director
FLSA Status: Non Exempt/Part-time
Affiliation: Non-Union
Grade: 11
Prepared Date: 6/6/2014

SUMMARY: The Program Assistant is a part-time support position in the office of the Emergency Management Agency (EMA). The incumbent demonstrates strong administrative and communications skill and has the ability to perform their job duties in an emergency and/or high stress environment. This position is responsible for administrative, technical and complex public contact work assisting planning, implementing and coordinating various phases of Emergency Management Preparedness and Operations according to federal and state legislation and regulations, in Tazewell County and its cities and villages. Additionally, this position works closely with a large cadre of EMA volunteers. Additionally, this position requires proficiency in Information Technology.

JOB RELATIONSHIP: Reports to the EMA Director. Works in coordination with other County and city offices during an emergency/disaster situation including: County Sheriff's Office, County Health Department, County Highway Department, County Administration and local volunteer groups among others.

PRIMARY DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned to meet business needs.

1. Greets individuals who come to the department, ascertains their needs, directs them to the appropriate sources for assistance and/or independently answers their questions regarding operating procedures, policies, laws and regulations. Must have ability to maintain confidentiality.
2. Organize and maintain files on all projects and individual volunteers: including those pertaining to County Emergency Management, and all other related agency functions & activities including EMA volunteer teams.
3. May serve as the department's liaison if needed to appropriate organizations and agencies.
4. Under emergency conditions may assist in the coordination of City, County, State, Federal and private resources which may be available and needed to handle the situation.
5. May assist in researching and preparing reports on emergency management grant activities or other related topics.

6. Establish and maintains effective working relationships with the public, other governmental agencies/officials, co-workers, and EMA volunteers.
7. Assists with individuals or groups with scheduling public education programs to increase public awareness of public safety and emergency management issues. Preparation and/or ordering brochures/flyers. Proficient in maintaining various contact lists and information.
8. Knowledge of the principles and procedures of emergency preparedness planning and operations according to federal and state regulations. Knowledge of the National Incident Management System (NIMS) desired. Ability to edit and proof read documents and planning materials.
9. Answer telephone, use voice mail accurately, maintain reporting systems, maintain inventory of EMA equipment, office supplies and forms, collects mail, and handles various office functions and tasks effective and efficiently.
10. Maintains organization of front office, waiting areas, and supply/storage rooms.
11. Adhere to all departmental procedural and safety guidelines.
12. Must possess computer skills with ability to handle website and social media related tasks and issues.
13. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required.

EDUCATION and /or EXPERIENCE: High school diploma required with additional clerical/administrative and Emergency Management courses or experience. Experience in emergency management activities with one year in a responsible administrative position is desired. Ability and thorough knowledge of modern office practices and procedures and the use computers and spreadsheet software is required. Strong knowledge of County government operations, community health and safety services and related emergency services resources is desired. Previous experience in grant work, computer work, working with volunteers, and emergency operations is helpful.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and ability to compute rate, ratio, and percent and to draw and interpret bar graphs is required.

CERTIFICATES, LICENSES, REGISTRATIONS: A valid drivers license.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists is required. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to implement methods of organization, planning and implementation in an emergency/disaster environment is

required. Must have ability to develop and use initiative in emergency and disaster situations and make change recommendations to the EMA Director.

LANGUAGE SKILLS: Ability to read and interpret documents such as governmental regulations, emergency safety rules, miscellaneous operating instructions and procedure manuals required. Ability to write routine reports and correspondence, speak effectively before groups or employees of the organization, and proper use of English both orally and in writing is required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, talk, or listen. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions, except for emergency situations and in training sessions.

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.