

**POSITION DESCRIPTION
COUNTY OF HOWARD, INDIANA**

POSITION: Administrative Assistant
DEPARTMENT: Emergency Management
WORK SCHEDULE: M-F - Hours Vary
JOB CATEGORY: Clerical

STATUS: Part-time
FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs receptionist duties, performs a variety of clerical duties, and provides assistance and information to the public and emergency personnel.

DUTIES:

Compose, types, copies, and files a variety of documents, such as correspondences, memoranda's, statistical and financial reports, forms, bulletins, and monthly activity calendars. Prepares and processes payroll claims, including completing forms, and verifying hours worked. Type's local, state, and federal reports required when a disaster or emergency occurs.

Maintains accounts receivable/payable ledger, and account balancing for the volunteer donation account; posting encumbrances, purchase orders, and vouchers.

Enters/updates information on computer databases, concerning resources, local emergency response material, paid personnel, volunteers, and equipment. Maintains disaster information for the public such as brochures. Handling insurance claims for both paid personnel and the volunteers. Maintains and updates the inventory for the organization.

Reviews and updates the Howard County Emergency Operations Plan and maintains files of emergency plans for businesses, industries, churches, and schools. Maintains and updates Mutual Aid agreements with the area volunteer Fire and EMS departments, with the nursing homes and hospitals, and the area emergency management agencies. Reviews and updates the Disaster Resource list.

Answers the telephone and determines the nature of the calls, takes messages, provides information, or refers the caller to appropriate individuals or department. Operates/responds to two-way radio traffic, including routine checks from the State and other counties; also has maintains radio communications with the Howard County Sheriff's Department, Kokomo Police, Fire, local government dispatchers.

Assists the Director and disseminates a wide variety of information to affected individuals in the event of a disaster or in an emergency situation; including activating the warning alarm system to the area schools, hospitals, and industries of the potential of severe weather. Notifies emergency management personnel of emergency situations via telephone, two-way radio, or pager. Communicates as a dispatcher with emergency personnel from various agencies.

Reviews, processes, and submits applications for new volunteers. Swears in new members, issues out equipment, and uniforms to approved volunteers. Maintains a list of emergency call-outs and details that the volunteers work. Maintains paid and volunteer's personnel files. Ability to serve on a 24-hour call for emergencies, and work under pressure. Periodically attends training sessions, as required by the state, city, or county, which may require occasionally traveling out of town and/or staying overnight. Ability to occasionally work extended, evening and/or weekend hours, due to emergencies.

Prepares the minutes, purchase orders, requisitions, donation account financial statement, and agenda on a monthly basis for the EMA Board of Department Heads monthly meetings and Howard County Emergency Management Advisory Board. Prepares the minutes, paperwork and rosters for the Local Emergency Planning Committee.

Performs related duties, as assigned or required.

JOB REQUIREMENTS:

High school diploma or GED, and successful completion of certified training as required by the State Emergency Management Agency. Ability to maintain certifications.

Working knowledge of standard office procedures. Ability to apply such knowledge to a variety of inter-related processes, tasks, and operations.

Working knowledge of standard bookkeeping principles and ability to make simple arithmetic calculations, accurately record, and reconcile financial data.

Ability to type with accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, typewriter, answering and fax machines, two-way radio, Contel weather system, DTN weather system, the weather alerting system, calculator, copier, and paper shredder.

Working knowledge of Standard English grammar, spelling, and punctuation, and ability to compose and prepare correspondences and reports.

Ability to work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to effectively communicate orally or in writing with co-workers, volunteers, other County and City departments, local law enforcement, emergency medical and fire departments, related federal/state/local emergency management agencies/committees, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities. Must complete and pass all State mandated classes including NIMS; along with any other additional State requirements.

RESPONSIBILITY:

Reports directly to the EMA director or in their absence the Deputy Director, and performs a variety of standard recurring bookkeeping, and clerical duties and service needs of the public. Ability to work with little or no supervision.

PERSONAL WORK RELATIONSHIPS:

Will remain in contact with co-workers, volunteers, County departments, local law enforcement agencies, emergency medical and fire departments, related federal/state/local agencies/ committees, and the public for the purpose of exchanging and explaining information.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Will perform duties in a standard office and occasionally in the Emergency Operations Center, which may involve sitting for long periods, reaching, close vision, and being outdoors in adverse conditions.

SUBMIT AN APPLICATION ONLINE AT
WWW.HOWARDCOUNTYIN.GOV OR
YOU MAY VISIT THE HOWARD COUNTY HR DEPARTMENT
AT 220 N. MAIN STREET, ROOM 220
OR
CONTACT THE HOWARD COUNTY EMERGENCY MANAGEMENT OFFICE AT 765-456-2242

HOWARD COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER