

### ADMINISTRATIVE ASSISTANT - EMA

**Department:** EMA

**Job Code:** 365

**Pay Grade:** 107

**FLSA Status:** Non-Exempt

**Reports To:** Director, EMA

#### JOB SUMMARY

The EMA Administrative Assistant assists by preparing reports, assisting with the coordination of special projects, preparing correspondence, and maintaining financial and other types of records to include FEMA and Department of Homeland Security records. Prepares purchase orders and maintains documentation and assists in preparing and maintaining all Grant files and EMA Inventory files, both hard copy and electronic versions. Maintains all equipment maintenance logs and prepares reports accordingly. Assists 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

- Greets visitors to the EMA Office, determines the reason for the visit, and either provides general information or refers the matter to the EMA Director or other appropriate EMA staff person.
- Ensures all visitors sign in and out.
- Answers the telephone, provides general information to the public, takes messages, and/or routes calls to the EMA Director or appropriate EMA Staff personnel.
- Assists with coordination of meetings, including preparing agenda, notifying attendees, preparing and disseminating any post meeting information and maintaining electronic files for same.
- Assists with the documentation and completion of Public Assistance forms during emergency and disaster situations.
- Assists in preparing weekly, monthly, and quarterly reports per departmental requirements.
- Prepares and maintains numerous databases to include equipment, contact database, consumables, equipment maintenance logs, and others as required.
- Assists with and participates in Public Outreach preparation and events.
- Assists other EMA Staff personnel with special projects, as required.
- Assists with Emergency Operations activations to include assisting Duty Officer with documentation.
- Conducts purchasing activities for the Emergency Management Office and maintains associated records.
- Obtains required purchase orders.
- Assists with purchase of supplies, parts, and related materials from County and state bid in accordance with established procedures.
- Balances invoices and purchase orders monthly with budget.
- Verifies receipt of supplies.
- Ensures all grant purchases are documented both in hard copy and electronic format.
- Maintains a variety of records and prepares reports.
- Maintains inventory records of fixed assets both County and EMA formats.
- Maintains Issue forms and receipts for all equipment to include all grant items.
- Maintains all records for equipment disposition for County, FEMA, and Homeland Security.
- Maintains and balances budget information.
- Designs and prints forms for office use.
- Monitors weather and makes appropriate calls to weather service, as needed.
- Performs monthly communication tests and enters on WEBEOC.

- Rotates as Duty Officer and assists with Emergency Operations Center (EOC) activations and operations.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

High school diploma or equivalent and five (5) years of experience in assisting a department head or high-level official in an environment with multiple demands, or an equivalent combination of education and experience. Bachelor's degree in accounting, psychology, sociology, business administration, public administration, or related field preferred. Experience in a government agency preferred.

#### **Licenses or Certifications:**

- Must possess and maintain a valid State of Alabama driver's license and a driving record suitable for insurability.

#### **Special Requirements:**

- Completion of the FEMA NIMS required online courses within one (1) year of appointment.
- Completion of the FEMA Incident Command classroom courses and the Homeland Security Exercise Evaluation Program (HSEEP) within one (1) year of appointment.

#### **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.
- Skill in dealing with people in a diplomatic manner.
- Ability to use a computer to store, retrieve, and compile data and prepare reports and correspondence.
- Ability to set priorities and 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.
- Ability to lead classroom discussions and/or speak in front of large gatherings of people.
- Ability to work in various environmental conditions such as dusty environments, heat, cold, rain, and snow.

**PHYSICAL DEMANDS**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing at normal speaking levels, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking at a level to exchange ideas, and walking. Visual acuity at a level to view computer terminal, analyze data, and read extensively. Visual acuity at a level to include color, depth perception and field vision, determine accuracy and thoroughness of work assigned, and at a level to operate motor vehicles and/or specialty equipment, with or without correction. Body movement or mobility to be able to move about on all types of different terrain. Stamina to withstand adverse weather conditions such as heat and cold when responding to emergencies.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. Work may be performed in an indoor or outdoor environment. Indoor work is performed in a relatively safe, secure, and stable office environment. Outdoor work may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/bites, or rude/hostile citizens. Work involves traveling in between locations. Work involves working 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.

***Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or Personnel) Signature

\_\_\_\_\_  
Date

***Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.***