

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Executive Assistant
DEPARTMENT: Emergency Management/Homeland Security
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT V (Computer, Office Machine Operation, Technician)

DATE WRITTEN: May 2006
DATE REVISED:

STATUS: Full-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. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Executive Assistant for the LaPorte County Emergency Management/Homeland Security Department, responsible for performing various administrative duties.

DUTIES:

Creates, revises, and submits required documents, including personnel rosters, Hazard Analysis, Risk Assessment, Comprehensive Emergency Management Plan, Multi-Hazard Mitigation Plan, and Continuity of Government Plan as specified by State Emergency Management Agency (SEMA)/Homeland Security and updates plans annually.

Maintains awareness of expanding SEMA/Homeland Security mandates.

Gathers, assembles, and assesses data from pertinent county, city, and jurisdictional agencies to develop grant proposals and the County Comprehensive Emergency Management Plan as mandated by the state.

Develops and submits grant proposals to secure funding necessary to further facilitate the emergency response capabilities needed for Homeland Security.

Administers grant funding by utilizing purchase orders and keeps records according to state auditing requirements regarding allocation of grant funds for multiple emergency departments.

Works with the Indiana State Board of Accounts during yearly audit.

Visits local schools with Director to assess tornado drills and give appropriate direction. Assists Director in creation of comprehensive County-wide exercise.

Performs various administrative duties, including maintaining departmental accounts by entering appropriate figures in ledgers and processing all department purchase orders, preparing employee payroll, typing correspondence, related documents, and various reports, and maintaining inventory of department supplies and submitting requisitions as needed.

Answers telephone and greets office visitors, determines nature of call or visit, answers inquiries and provides assistance, takes messages, or routes caller to appropriate person or agency.

Works with County Amateur Radio Club to arrange Emergency Siren Test, repair of sirens, and any other communication necessary between the department and other County agencies.

Monitors weekly emergency communication test through pager which is kept with incumbent at all times. Monitors and reports on state radio and communication test weekly.

Monitors weather situations and other pertinent incidents and reports them to Director.

May perform duties of Director as assigned.

Assists Director in public presentations on homeland security and emergency preparedness.

Attends and/or participates in various work shops, seminars, training sessions, and community meetings as required to update knowledge of emergency management/homeland security issues. Takes minutes and prepares agenda and community meetings as necessary.

Chairs or Co-Chairs meetings in absence of Director.

Serves on 24-hour call and responds to emergencies from off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED. Minimum of two (2) years related experience and/or training or equivalent combination of education and experience.

Must be at least 18 years of age.

Ability to meet all hiring requirements, including completion of courses in emergency management and homeland security.

Working knowledge of standard office procedures and practices, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of and ability to comply with local, state, and federal emergency management laws, regulations, and procedures during emergency situations.

Knowledge of bookkeeping principles and procedures and ability to perform arithmetic calculations.

Knowledge of standard English grammar, spelling, and punctuation, and ability to type with speed and accuracy.

Ability to apply knowledge of people/locations and plan/layout assigned work projects.

Ability to maintain accurate records and prepare factual reports, business correspondence, and procedure manuals.

Ability to assist in the planning and presenting of public speaking presentations, fund raisers, and special events.

Ability to type and use standard office equipment, including computer, typewriter, calculator, copy machine, fax machine, telephone, scanner, ACU-1000, and radio equipment.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, representatives of other public safety departments and agencies, local schools, local businesses, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral and written form.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town, occasionally overnight, to attend training.

II. RESPONSIBILITY:

Incumbent performs a variety of administrative and clerical duties according to customary practices and procedures of the department, using independent judgment to determine best method to achieve desired results. Work is reviewed for accuracy and compliance with department objectives. Errors in incumbent's work are primarily detected or prevented through supervisory review and notification from other departments. Undetected errors could result in loss of time to correct error and/or loss of funding in department.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, representatives of other public safety departments and agencies, local schools, local businesses, and members of general public for a variety of purposes, including receiving daily assignments, assuring proper accomplishment of duties and departmental services, and explaining department policies and procedures.

Incumbent reports directly to the Director.

IV. PHYSICAL EFFORT/WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, including sitting/walking at will, sitting for long periods, lifting/carrying objects weighing under 25 pounds, keyboarding, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town, occasionally overnight, to attend training.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Executive Assistant for the LaPorte County Emergency Management/Homeland Security Department the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name