

IRPT Emergency Management Specialist



Position Description

Status

Irregular Part-time

Compensation

A13 – First Step

Bargaining Unit

Non-Bargaining

Reports to

Emergency Management Coordinator

Supervises

None

Position Category

Specialist

Summary

The Emergency Management Specialist assists and supports the Emergency Management Coordinator, Deputy Emergency Management Coordinator and Operations of the EOC. This person is also responsible for maintaining inventories and equipment, coordinating and facilitating with various volunteers and volunteer groups, provide and/or coordinate training for volunteer groups and may be required to respond to scenes of incidents to support the Emergency Management Operations.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. This person is responsible for duties related to equipment, including but not limited to: maintaining a state of readiness of equipment, equipment inventories, communications equipment, trailers and equipment contained therein.
2. Determine maintenance and replacement cycles and make recommendations on replacement or disposal of unneeded equipment.
3. Work within and facilitate with various volunteers and volunteer groups including, meeting with groups, assist in their recruiting, training and equipment requirements.
4. Carry out direction of the Emergency Management Coordinator or their designee.
5. Provide and/or coordinate training for volunteer groups and may be required to respond to scenes of incidents to support the Emergency Management operations.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment where a great deal of confidentiality is required. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

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 regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer for extended periods of time, operate various other office machinery; and move or transport files or other items weighing up to 20 lbs. to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees.

Required Education and Experience

1. High School Diploma or Equivalent (G.E.D.)
2. 2 years minimum of Emergency Management or other emergency first responder experience

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____