

# **POSITION OPENING**

## **First Deputy/Administrative Assistant – Emergency Management**

### **DUTIES**

Answers telephone and greets office visitors and operates/responds to two-way radio, including routine checks from the State and other counties.

Prepares and processes claims for payroll and other costs, including updating employee service records, completing forms, verifying charges and hours worked, and submitting to County Auditor.

Assists in preparing EMA budget, compiling supporting documents and submitting annual request for reimbursement from State/Federal Emergency Management Administrations.

Maintains accounts payable ledgers, including posting encumbrances, claims and payments, and balancing accounts.

Prepares Local Emergency Planning Committee (LEPC) budget in computer, generates required reports, and assembles reports for Board meetings.

Submits grant projects, quarterly reports, and infrastructure reports to Indiana Department of Homeland Security.

Attends EMA and LEPC Board meetings, records and transcribes minutes, presents LEPC Fund Report, and maintains attendance records.

Enters/updates information in computer databases concerning local emergency response material resources, personnel, and equipment.

Assists Director in maintaining and updating the Emergency Management Plan as required by Indiana Code 10-14-3-9.

Records HAZMAT spill information and maintains appropriate documentation. Files annual tier II forms submitted by HAZMAT facilities and updates information in computer.

Serves as a member of the LEPC Hazardous Materials Emergency Response Plan Review Committee.

Serves during disaster related emergencies.

Performs related duties as assigned.

### **REQUIREMENTS**

High School Diploma or GED. Ability to successfully complete training and obtain/maintain certifications as required by County and State Emergency Management Administration.

Ability to meet all Department hiring requirements, including passage of a medical exam and a drug test.

Working knowledge of and ability to make practical application of local, state, and federal emergency management operations, and ability to assist in updating and implementing the Dearborn County Emergency Operations Plan.

Working knowledge of standard office procedures and computer software programs used by the Department, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard accounting practices/principles and ability to assist with budget preparation, prepare related financial reports, and maintain accurate and complete financial records.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irrational/distraught persons.

Ability to occasionally work extended hours, evenings and/or weekends, and occasionally travel out of town for training, sometimes overnight.

Ability to serve during disaster related emergencies.

Possession of a valid driver's license and demonstrated safe driving record.

Send resume/application to **Submit application and or resume to Jason Sullivan, Director**  
e-mail to [jsullivan@dearborncounty.in.gov](mailto:jsullivan@dearborncounty.in.gov)

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