



Johnson County Emergency Management

Emergency Operations Center

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Stephanie Sichting
Director

JOB POSTING

The Johnson County Emergency Management Agency is seeking an EMA Adm. Asst/911 Records Coordinator. This position will report directly to the EMA Director.

Salary will be discussed at time of interview.

Job Description is attached. Interested candidates should provide a resume and completed County application to the following:

Stephanie Sichting, ssichting@co.johnson.in.us



**POSITION DESCRIPTION
COUNTY OF JOHNSON, INDIANA**

POSITION: EMA/911 Records Coordinator
DEPARTMENT: Emergency Management
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: COMOT (Clerical, Office Machine, Operation, Technician)

DATE WRITTEN: May 2018
DATE REVISED: October 2022

STAUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Johnson provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as EMA/911 Records Coordinator for Emergency Management Department and 911 Center, responsible for performing various clerical, bookkeeping, and reception functions.

DUTIES:

Answers telephone and greets office visitors, providing information and assistance, taking messages, or transferring/directing to appropriate individual or department.

Performs a variety of clerical duties, including typing correspondence and reports, processing incoming/outgoing mail, maintaining office inventory, and ordering supplies as needed.

Maintains EMA and 911 expense ledgers for all accounts. Prepares all invoices and expenses for payment, balancing accounts, and periodically reconciling with the Auditor's records. Prepares various financial records as required.

Maintains hazardous materials database and resource lists on computer, as required.

Attends Advisory Council, Local Emergency Planning Committee (LEPC), and School Safety meetings and serves as acting secretary of these boards by talking, preparing, and distributing minutes. Sends out meeting notices to the newspapers.

Serves on 24-hour call for emergencies, answering phone and radio, relaying information, and communicating with the Indiana Department of Homeland Security (IDHS) as needed.

Completes and submits required reports to the Indiana Department of Homeland Security.

Serves as Secretary for Fire Chief's Association, including sending out notices for meetings to members, scheduling location for meetings, taking, preparing, and distributing minutes to each member of Fire Chief's group and all other duties that the previous Administrator was responsible for doing.

Maintains Department inventory list and keeps current with future purchases.

Performs related duties as assigned by Directors.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED and completion of State training/certification required for Emergency Management Performance Grant capabilities assessment.

Must be at least 21 years of age.

Ability to complete NIMS certification at level ICS 100C, 200C, 700B, 800D, State and Federal required certification classes IS 120C, 230D, 235C, 240B, 241B, 242B, and 244B. Ability to attend 1 HSEEP complaint training class each year.

Working knowledge of Microsoft Word and Excel.

Working knowledge of basic bookkeeping principles and ability to perform arithmetic calculations, maintain accurate records, and prepare related financial reports as required.

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

Working knowledge of standard English grammar, spelling, and punctuation and ability to type and operate standard office equipment, including computer, calculator, fax machine, copier, and telephone.

Ability to become knowledgeable of WEB, EOC, and IGMS State sites.

Ability to effectively communicate orally and in writing with co-workers, other County departments, volunteers, local, state, and federal emergency service personnel, law enforcement and fire personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision, work with others in a team environment, and work on several tasks at the same time, often under time pressure.

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

Ability to occasionally work extended, weekend, and/or evening hours and travel out of town for trainings/meetings, sometimes overnight.

Ability to occasionally respond to emergencies on a 24-hour basis and serve on 24-hour call on rotation basis.

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

II. RESPONSIBILITY:

Incumbent performs a variety of standard, recurring duties with priorities determined primarily by supervisor and service needs of the public. Work is periodically reviewed upon completion of specific duties for adherence to instructions/guidelines. Errors in incumbent's work are usually prevented through prior instructions from supervisor and are detected through standard bookkeeping checks and supervisory review. Undetected errors may result in loss of time for corrections and/or inconvenience to other agencies and/or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, volunteers, local, state, and federal emergency service personnel, law enforcement and fire personnel, and the public for the purpose of giving, receiving, and explaining information.

Incumbent reports directly to EMA Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office, including sitting/walking at will, stand/sitting/walking for long periods, lifting/carrying objects weighing under 25 to 50 pounds, pushing/pulling objects, handling/grasping objects, fingering objects, bending/reaching, bending/kneeling, keyboarding, hearing sounds/communication, speaking clearly, close/far vision, and color/depth perception.

Incumbent occasionally works extended, weekend, and/or evening hours, travels out of town for trainings/meetings, sometimes overnight, responds to emergencies on a 24-hour basis, and serves on 24-hour call on rotation basis.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of EMA/911 Records Coordinator for the Emergency Management department describes 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