

HELP WANTED

The Board of Preble County Commissioners will accept applications for the part-time (30 hours per week) permanent classified position of an Emergency Management Assistant Director for Preble County.

The Assistant Director's role is to assist the Director in the administration, coordination by developing programs and emergency operational capabilities that address mitigation, preparedness, response and recovery for natural, technological, civil or attack-related emergencies. The Assistant Director will be responsible for general office duties such as requisitions, purchase order and reports, and maintaining all work pertinent to the administration of the program.

Starting hourly rate is \$11.31. Interested applicant must be able to respond, when dispatched, to any emergency related site in Preble County within 30 minutes from their residence or worksite.

Interested individuals can obtain a description of the job duties and employment application by contacting the Preble County Commission Office located on the 1st floor of the Preble County Courthouse, 101 East Main Street in Eaton, Ohio between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday. **Deadline** for filing applications is Friday, January 29, 2010 at 4:00 p.m.

Preble County is an equal opportunity employer.

Advertised: Register Herald . January 20, 2010
Commission Website . January 13th . January 29, 2010

CLASSIFICATION SPECIFICATION

PREBLE COUNTY

An Equal Opportunity Employer

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TITLE: ASSISTANT DIRECTOR
DEPT.: EMERGENCY MANAGEMENT AGENCY

JOB RESPONSIBILITIES:

Assist in the planning and development of a county-wide emergency management plan; assist in maintaining and coordinating the development and implementations of the Chemical Emergency Response and Preparedness Plan under Chapter 3750 of the Ohio Revised Code. Generally, the duty of this position is to assist the Director where needed. Work is performed under the general directions of the Director.

QUALIFICATIONS:

Any qualifications of training and work experience, which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is:

Knowledge of the principles of an emergency management program; general knowledge of the structures and management of local, state and federal government; experience and/or working knowledge of emergency management planning process, including hazardous analysis and capability assessment; ability to write clearly and concisely and to speak effectively before groups; able to work effectively with governmental and other public agencies; ability to exercise good judgment in evaluating situations and making decisions; working knowledge of computer operation, including basic word processing, spreadsheets and databases; ability to take and understand verbal and written orders.

Must be able to respond, when dispatched, to any emergency related site in Preble County within 25 minutes from their residence.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

- Assists the planning and developing of the overall county emergency management programs.
- Assists with the coordination of the county emergency management program with the Ohio EMA and other emergency management agencies to assure its activities are on integral and coordinated part of the overall state and national programs.
- Assists in formulation operational plans for emergency operations for the continuance of local government in an emergency.
- Assists in establishing and maintaining emergency management capability not normally provided by other government agencies, such as warning, radiological defense, shelter and nuclear civil preparedness.
- Assists in securing and maintaining information regarding resources and facilities for use in the event of nuclear attack or natural disasters.
- Assists in preparing the budget, all necessary requisitions, purchase order and reports, and maintaining all records pertinent to the administration of the program.
- Perform other related duties as required.