

EMA Operations Manager (Full-Time) Job Description Clinton County

Please send resumes to breckel.thomas@clintoncountyohio.us for consideration.

Date: 27 March 2023

Job Title: Operations Manager

Department: Emergency Management Agency (EMA)

Position Reports To: EMA Director

Probationary Period: 90 Days

Classified or Unclassified: Classified

Exempt or Nonexempt: Exempt

Job Summary:

Minimum Qualifications: Valid Ohio Driver's License, good organizational skills, good verbal and written communication skills, dependable, reliable computer experience to include Microsoft Office (MS Word and Excel) and able to maintain a general filing system (physical and electronic), and previous EMA experience.

Preferred Qualifications: Prior experience with MUNIS, working accounts receivable and invoice payments, instructional experience with strong written and verbal communication skills, and FEMA grants management experience.

Position Responsibilities:

1. The majority of the position (51%) shall focus on finance & administration portions of EMA:
 - a. Perform accounting system (MUNIS) entries for accounts receivable, invoice payment, and budget.
 - b. Grants management.
 - c. Organizing the office and assisting the EMA Director to optimize processes.
 - d. Sorting and distributing office communications in a timely manner.
 - e. Create and update records and filing system ensuring accuracy and validity of information.
 - f. Assemble meeting handouts and materials.
 - g. Reorder of office supplies and consumables as required.
 - h. Complete bi-weekly department payroll.
 - i. Other administrative tasks as appropriate.
2. Coordinate EMA Volunteer program (e.g. training, scheduling, communications, et cetera).
3. Support and assist with EMA provided or scheduled training & public outreach for Clinton County jurisdictions, organizations, and community events.
4. Support contingency, emergency, and disaster response roles as directed by the EMA Director.

Physical Requirements: None.

Position Funding: EMPG Funded, which requires annual completion of FEMA training.

Other Requirements: Member must complete the following FEMA Independent Courses before the end of the probationary period: IS-700.b *An Introduction to the National Incident Management System* and IS-800.d *National Response Framework, An Introduction*. Member works in a mixed function work environment and must be able to maintain confidentiality of work-related discussions between departments and government agencies. Must be able to pass a drug test and background check.

Job Location: 1645 Davids Drive, Wilmington, Ohio 45177

Schedule: Flexible, hybrid scheduling of 40 hours per week

Equipment to be utilized: Surface Pro, phone, MARCS & GMRS/FRS radios, and multipurpose machine

Software to be utilized: D4H Incident Manager, Orion Damage Assessment, RAVE Mass Notification, GoToMeeting, DocuSign, Asset Tiger, and Ring Central.

This job description is not intended to be all-inclusive and may be changed at any time with or without notice. It is not a contract of employment, express or implied. Job responsibilities may include other responsibilities as assigned by the immediate Supervisor, Department Head or Elected Official.

Job Description Approved by:

Signature

Date

Job Description has been reviewed with employee

Employee Signature

Date