

PORTAGE COUNTY
Homeland Security & Emergency Management

TITLE: Office Manager – Emergency Management

JOB OBJECTIVES: Under the supervision of the Director & Deputy Director, incumbent is responsible for managing and coordinating clerical support services, secretarial, and administrative functions for the PC OHS/EM, Hazardous Materials Response Team and Local Emergency Planning Committee (LEPC). Incumbent assumes additional duties as assigned related to emergency management and acts as a contact with other government and non-governmental agencies.

ESSENTIAL JOB FUNCTIONS:

- Direct and supervise all office procedures, deal with all inquiries via phone, email and general correspondence. Prepare memos and letters, copy, file and distribute correspondence and other documents and maintain office supplies.
- Maintain records and oversight and control of the PC OHS/EM facility door lock server system including key fob distribution and database management.
- Maintain records, contacts, and call lists for PC OHS/EM, LEPC, HazMat, Local Fire Department, Local Police Departments, Health Departments, Mayors, Trustees, Media Lists, Schools, Ohio EMA and other various rosters.
- Produce and/or oversee the production of bi-weekly payroll, personnel action forms, payroll change, create reports and maintain pay status records for sick leave, overtime, vacation, comp time, personal leave time, process financial requests for registration, travel, lodging and expense reimbursement and research and resolve billing problems with vendors.
- Maintain department personnel and medical records in a secure and confidential manner, handle sensitive employee personnel information with confidentiality and maintain training documentation for volunteers and training provided by PC OHS/EM.
- Serve as a contact with County offices, other government entities and the general public to provide information regarding department policies, procedures and operations.
- Serve as the grants manager for the PC OHS/EM including reviewing, compiling, and submitting recurring and non-recurring grants. Prepare grant application signature pages, resolutions, journal entries, acceptance documents, quarterly fiscal reports, cash requests and consent agendas for Department of Budget & Finance Management review and EMA meetings with the Board of Commissioners.
- Serve as the primary social media manager and public information officer. Prepare social media education, media releases or media briefings following standard operating procedures and assist in the development of public awareness safety campaigns by preparing factsheets, brochures, post cards, flyers, posters, banners, surveys, proclamations, newsletters, social media posts and media releases.
- Maintain records, including systems and preparation of records for retention or destruction pursuant to schedules and statutory guidelines and respond to audit requests from state and federal partners.
- Coordinate community requests for EMA assets and vehicle maintenance. Coordinate calendars drop off and pick up correspondence. Coordinate with the Purchasing department for building needs and place calls for maintenance and repair services as needed.
- Create reports for yearly Audit and GAAP Conversions.

- Prepare pay-ins for PC OHS/EM, HazMat, USAR and LEPC; process all necessary paperwork; file documentation accordingly.
- Serve as the LEPC Information Coordinator and is the main point of contact for daily LEPC documentation and functions during regular business hours. Maintain and process information gathered from 24-hour emergency response line and/or live calls of reported spill incidents. Complete spill reports and notifications to Environmental Protection Agency. Respond to FOIA requests regarding chemical spills and chemical facility reports, attend LEPC exercise design and planning meetings and provide educational information to chemical reporting facilities regard EPCRA during site visits.
- Prepare LEPC grant applications, resolutions, compliance reports, First Time Filer Reports, Fiscal Reports and assist with the LEPC Plan Updates and Checklists. Prepare and submit mandatory compliance reports to the Environmental Protection Agency (EPA) and State Emergency Response Commission (SERC).
- Maintain LEPC meeting calendar; Maintain database of LEPC agenda items and actions; maintain official files of LEPC minutes, agendas and resolutions; maintain permanent records of the LEPC; maintain LEPC bylaws, policies database and correspondence files.
- Assist in the recruitment of LEPC members, including outreach letters, emails and phone calls; maintains attendance tracking and communications with current members.
- Plan and support LEPC/EMA exercises, training and educational workshops with event planning and logistics by securing the supplies, materials, facilities, venues, signage, food, drinks, and other services that enable the events to function smoothly. Coordinate event logistics, including registration, attendee tracking, presentation materials support and pre- and post-event evaluations and certificates; arrange for necessary support personnel.
- Receive, organize and maintain Community Right-to-Know facility reports (Tier II). Maintain and process Tier II submissions and the Tier II chemical inventory data by importing into the CAMEO and MARPLOT's emergency planning software; enter information into mapping application.
- Process all information requests from the public as required by the Community Right to Know Program with regard to hazardous spills and other public records requests.
- Demonstrate regular and predictable attendance.
- Perform any other duties as assigned.
- Operate a motor vehicle as needed to perform the essential functions.

EMERGENCY MANAGEMENT DUTIES

- Complete FEMA Professional Development Series Training within 1 year of hire.
- Complete CAMEO/MARPLOT training upon availability.
- Complete additional online and direct delivery emergency management courses as advised by the Director.
- Coordinate and assist in the development, distribution and tracking of all Memorandums of Understanding to each municipality and jurisdiction, including preparing corresponding resolutions, routing documents for signatures and distributing final executed copies.
- Assist with the activation, and serve within, the Portage County EOC. Including sign-in rosters, signage, Joint Information Center (JIC), Communications, ESF-7 Logistics, ESF-5 Information and Planning: SitRep development, Incident Action Plan development or other duties as assigned and needed. EOC operations may consists of pro-longed hours and weekends.

- Serve on field damage assessment teams, conducting damages assessments of primary homes, businesses, and public infrastructure.
- Track all incident related expenses with FEMA force account forms and retain all incident documentation i.e. physically and electronically produced records, WebEOC documentation and compile incident documentation in preparation for After Action Reviews.
- In the absence of the Director, Deputy Director & Sheriff's Office representative, issue IPAWS/ Emergency Notification Alerts.
- Conduct monthly radio communication drills with the Ohio Emergency Management Agency.

I. JOB REQUIREMENTS

Equipment: Ability to operate the following equipment: telephone, computer, calculator, fax machine, and copier. Must be proficient in Microsoft Office suites: Word, Excel & Adobe and learn Portage County's financial system: Tyler Technologies MUNIS.

Critical Skills/Expertise:

- Knowledge of Robert's Rules of Order
- Knowledge of the Ohio Revised Code, State-auditing procedures.
- Knowledge of the Ohio Revised Code, Ohio's Public Record ACT.
- Knowledge of the Ohio Revised Code, Emergency Response Commission.
- Knowledge of the Ohio Revised Code, Countywide Emergency Management Agency.
- Knowledge of the Ohio Revised Code, Records Commission
- Knowledge of Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Knowledge of the National Incident Management System
- Knowledge of Presidential Policy Directive / PPD-8: National Preparedness
- Knowledge of Homeland Security, Emergency Management Agency, and LEPC policies and procedures.
- Knowledge of procedures for applying for grants pertaining to EMA/LEPC.
- Ability to prepare periodic information and financial statements and reports.
- Ability to maintain multiple records and to oversee a variety of projects and information without daily or direct supervision.
- Ability to accurately maintain records and assure complete documentation. Ability to respond to audit requests.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of word processing programs and functions, office information systems and legal terms.
- Ability to proficiently utilize word processing, database and spreadsheet software.
- Knowledge of basic office procedures.

Job Standards: High School diploma and two (2) or more years of related experience. Bachelor's degree in emergency management is desirable.

License, certification or other requirements: Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

Completion of FEMA Emergency Management Institute Professional Development Series within one year of hire: IS-120a, IS-230d, IS-235b, IS-240b, IS-241b, IS-242b, IS-244b, and NIMS 100, 200, 700, 800 certifications.

II. DIFFICULTY OF WORK

Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures. Incumbent must comply with all laws in the Ohio Revised Code.

III. RESPONSIBILITY

Supervisor provides detailed or technical instructions as needed and evaluates work annually. Errors in work are detected in the normal course of work by standard checking, possibly affecting the work of others and requiring expenditures of time to correct.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent has contact with co-workers, employees in the department, public sector employees, safety forces, elected officials, non-governmental agencies, and the public. The purpose of these contacts is to provide support for the Emergency Management system in Portage County.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: The physical requirements of the position are identified as sedentary work, requiring the lifting of up to fifteen (15) pounds occasionally. Ability to operate a motor vehicle.

Physical Activity: Incumbent performs the following physical activities: stooping, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, driving, talking, and hearing.

Visual Activity: Incumbent performs work where the seeing job is close to the eyes.

Job Location: Incumbent primarily works indoors but periodically may be exposed to severe weather or hazardous conditions following a disaster or incident. Is expected to travel to or during natural or man-made emergencies.
