



POSITION AVAILABLE:

Office Manager - Emergency Management

POSTING DATE: Thursday, August 5, 2021
DEADLINE TO APPLY: Thursday, August 19, 2021
DEPARTMENT: Office of Homeland Security & Emergency Management
LOCATION: Ravenna, OH
SCHEDULE: Monday - Friday, 8:00am - 4:30pm
SALARY: \$19.31 - \$29.67/hour
FLSA STATUS: Classified

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.

MINIMUM QUALIFICATIONS:

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.

EXAMPLE OF DUTIES:

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.

For full job description, click [HERE](#)

HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS, RESUMES & COVER LETTERS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266

EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)