

JOB OPENING

Administrative Assistant (Emergency Management Agency)

Qualifications: A high school diploma or equivalent, valid driver's license, experience in the Incident Management System and the National Incident Management System, ability to perform under stressful conditions and proficiency in Microsoft, Word, Excel, PowerPoint, Publisher, and Microsoft Money/Quicken, Photoshop elements are required. The following courses are required within 6 months of hire: IS 100a (Introduction to Incident Command System); IS 200a (ICS for Single Resources and Initial Action Incidents); IS 700a (National Incident Management System (NIMS), an Introduction; and IS 800b (National Response Framework).

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Prepares time sheets, maintains personnel records, financial and accounting records of expenditures and other operational records including volunteer rosters, medical, fire and law enforcement
- Serves as Secretary/Treasurer of the Madison County Local Emergency Planning Commission as required; takes minutes; keeps financial records; and maintains LEPC Plan
- Prepares media releases for radio, TV and newspaper and serves as aide to Public Information Officer for Madison County during disaster and emergencies
- Coordinates and assists in outreach programs for public education (CERT)
- Prepares reports including a quarterly Emergency Management assistance payroll and administers expenses for state reimbursement, annual EMA application, budget, Program Paper, Activities Results List for state reimbursement requirements, and federal reports as required
- Assists with all EOC functional activities during disaster/emergency operations
- Maintains and verifies chemical inventory information for local facilities which manufacture, store or use hazardous chemicals
- Requisitions office supplies; maintains resource information with local ESDA coordinators within the county; assists with preparation of annual county budget; maintains inventory of equipment
- When applicable, will be asked to respond after hours to assist in the operation of the EOC in the event of disaster or emergency
- Responsible for updating and maintaining emergency management Web-Site; importing data, current event data, photos, etc.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

SUBMIT ALL APPLICATIONS BY FEBRUARY 18, 2010 TO:

LARRY RINGERING, DIRECTOR
MADISON COUNTY EMERGENCY MANAGEMENT AGENCY
157 N. MAIN ST., STE 33
EDWARDSVILLE, IL 62025

Salary range is \$17.56/HR to \$22.31/HR Grade 9

This position is supervised by the EMA Director.

An Equal Opportunity Employer