



# ANDROSCOGGIN COUNTY EMERGENCY MANAGEMENT AGENCY JOB DESCRIPTION

**TITLE:** Office Manager

**DEPARTMENT:** Emergency Management Agency

**PAY GRADE:** 5

**EMPLOYEE TYPE/EXPECTED WORK HOURS:** Non-Exempt Employee Status - 40-hour work week - subject to emergency notification/recall. Monday – Friday, 8:00 a.m. - 4:30 p.m.

**EDUCATION & EXPERIENCE QUALIFICATIONS:**

- A. College degree in business administration or equivalent combination of education and professional experience.
- B. A valid State of Maine class C driver's license and clear driving record are required.
- C. Must possess excellent verbal and written communication skills.
- D. Must have ability to work in demanding and intense/chaotic situations
- E. Highly experienced with Windows and Microsoft Office applications (Word, Excel and PowerPoint)
- F. Sufficient physical ability to meet the department's essential functions

**REPORTS TO:** Emergency Management Agency Director

**SUPERVISORY RESPONSIBILITY:** None

**JOB PURPOSE:**

To assist Director and staff with:

- federal grant management, budget development
- emergency plan development, maintenance
- assist with planning, coordinating, directing and conducting the County's Emergency Management Agency programs designed to mitigate the effects of emergency hazards (see below)
- assist staff with preparing measures that will preserve life and minimize damage
- assist response coordination and provide necessary assistance during emergencies and establish a recovery system to return the County and its fourteen municipalities to a pre-emergency state following a major emergency/disaster
- assist with coordination of the CERT/CART volunteer members
- assist staff with all aspects of the County EMA program

**TRAINING:**

Assist staff to conduct training and educational components of the EMA program which include, but are not limited to, the following:

Radio Communications

Independent Study Courses in Emergency Management

Warning Receipt and Dissemination

Radiation Monitoring and Radiation Emergency Response

Response to Hazardous Materials

Response to Events of Weapons of Mass Destruction (terrorism events)

Emergency Planning

## JOB DESCRIPTION-CONTINUED

Emergency and EOC Operations  
Incident Command System (ICS)  
ICS/EOC Interface  
Shelter Management  
Damage Assessment  
FEMA Professional Development Series:  
    Emergency Planning  
    Decision-Making and Problem-Solving  
    Leadership and Influence Skills  
    Effective Communications

### **MAJOR RESPONSIBILITIES:**

- Managing office day to day activities, accounts payable/receivable, inventory, update contact information & training records and assist Director to process grant reimbursement and budget development.
- Assist the Agency to plan, coordinate, direct and conduct the County's training and emergency response exercise programs as delineated above.
- Assist the design, create and develop training curriculum to meet specific needs of local emergency response and administrative officials.
- Assist to set up meetings, exercises, and training sessions, some of which are outside of normal business hours.
- Assist the Agency staff in providing technical planning assistance in development of emergency operations plans for local government, private institutions, schools, hospitals, nursing homes, and other health care organizations.
- Assist Deputy Director to update & maintain data of manpower, equipment, and materials resources for conservation and deployment during emergencies & materials storage and transportation information for day-to-day information management and planning activities as well as for emergency response to hazardous materials emergencies at fixed facilities and transportation incidents in specialized emergency management software programs.
- Assist with developing plans and procedures for implementation and maintenance of a county-wide alerting/warning and communications systems.
- Assist with preparing plans and procedures for monitoring, reporting, analyzing and evaluating events of weapons of mass destruction (terrorism events).
- Assist Deputy Director to manage the county-wide EMA's day-to-day and emergency communications systems.
- Assist Director and Deputy with formulating standard operating procedures/guidelines to improve reaction in daily and emergency situations requiring the services of this Agency.
- Assist Agency to develop plans and procedures for staffing the Emergency Operations Center (EOC) and emergency assignment of personnel.
- Develop planning and response procedures for chemical release notification, response and reporting.  
Assist with preparation and maintenance of a damage assessment and evaluation system for municipal officials.
- Assist with coordinating emergency response activities of municipal emergency response services from the Emergency Operations Center during emergency events.
- Assist with preparing and coordinating dissemination of emergency public information to the general public.
- Assist Agency to collect and analyze damage assessment data required for disaster declaration and Federal Disaster Assistance.
- Additional duties, functions and roles as assigned by the agency Director.

## JOB DESCRIPTION-CONTINUED

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. While performing the duties of this job, the employee:

- is frequently required to work at a desk
- has the ability to operate a keyboard/mouse and view computer monitor for extended time
- has the ability to navigate within an office environment and access file cabinets and office machinery
- has the ability to regularly navigates stairs
- must occasionally lift and/or move objects (office supplies/equipment) weighing up to 15 pounds
- regularly conveys information to employees, volunteers of this Agency and the general public
- requires ability to drive conventional vehicle (county agency vehicle)
- attend meetings and trainings offsite

**SPECIAL CONSIDERATION AND REQUIREMENTS:** Incumbent (employee) is subject to 24-hour emergency notification and recall for emergency situations requiring implementation of the aforementioned job description responsibilities.

| ADMINISTRATOR<br>APPROVAL DATE | STANDARD<br>WORK<br>WEEK | INCUMBENT<br>SIGNATURE | DATE SIGNED |
|--------------------------------|--------------------------|------------------------|-------------|
|                                | 40 HOURS                 |                        |             |

Approved By County Administrator Larry Post May 2019