

**County of Grundy - Job Posting
Emergency Management Agency**



Date of Posting: September 21, 2022

Applications Accepted: Posted Until Filled

Job Title: Emergency Management Specialist

Employee Status: Full-Time / Salary / Exempt

Rate of Pay: \$45,000 to \$50,000 per year

SUMMARY

Manages and performs a variety of agency operational activities; provides logistical support for agency activities; performs various emergency planning, training and exercise tasks.

The incumbent is expected to function effectively as part of an agency with a critical mission for ensuring the public safety and maintaining public order.

Work is performed under the general supervision of the EMA Director. Assignments are typically received in the form of general instructions, and the incumbent is expected to organize the details of assignments and carry them through to completion. The incumbent will receive assignments directly from several senior personnel and is expected to schedule and complete assignments, taking into consideration both the priority of assignments and the order in which they are received. Work is periodically reviewed through conferences, inspections, and reports for results obtained. The incumbent is expected to meet desired levels of work productivity with minimal direct supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assists in the general oversight of agency operational functions. Performs various functions in support of the administrative, logistical, and operational needs of the Emergency Operations Center (EOC) and Emergency Services Unit (ESU). May serve in a capacity to assist in completing the mission.
2. Establish and maintain document filing system, maintain bookkeeping and financial records, prepares claims, order office supplies, maintain record of personnel time, create templates and forms as needed, grant documentation, assist with planning process and associated documents
3. Maintain EMA Duty Officer Notebooks and Resource Directory as needed
4. Track EMA Volunteer Training and Volunteer records under the supervision of the EMA Deputy Director
5. Acts as Duty Officer for Agency
6. May work irregular schedules
7. On call position

SUPERVISORY RESPONSIBILITIES

May be required to supervise volunteers as directed by the EMA Director as needed

EDUCATION and/or EXPERIENCE

Requires high school diploma and knowledge, skill and mental development equivalent to two (2) years related experience and/or training or equivalent combination of education and experience. Must have current IEMA Professional Development Series (PDS) of training or complete PDS within two (2) years of employment. Must be NIMS compliant within one (1) year of employment (IS 700; IS 800; ICS 100, 200, 300, 400 or current equivalents).

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively communicate with EMA staff, clients and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent to draw and interpret bar graphs and develop and use a variety of spread sheets.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have Professional Development Series Certificate or be able to complete the series of training within two (2) years of employment.

PDS Certificate - Per Education and/or Experience section

Must possess or obtain within 3 months a current Illinois Class C Driver's License (at a minimum) and possess or obtain an Amateur Radio License (tech level minimum) within 18 months.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme heat, extreme cold, explosives, and risk of radiation. The noise level in the work environment is usually moderate. The employee must be able to determine the appropriate Personal Protective Equipment (PPE) to be utilized in these situations.

This information is not intended to be an all-inclusive list of job duties and responsibilities nor are they intended to be an absolute listing of the skills and abilities required to do the job. The intent is to describe the general nature of the job.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to HR@grundyco.org with ***“Emergency Management Specialist”*** in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).