

**Deputy Emergency Management Coordinator
COLUMBIA COUNTY EMERGENCY MANAGEMENT**

POSITION DESCRIPTION

I. Position Summary.

This is a semi-skilled position under the supervision of the Emergency Management Coordinator (or the Sheriff/Chief Deputy in their absence) within the Emergency Management Department. Performs a variety of clerical and skilled functions.

II. Essential Duties and Responsibilities

1. Assists in planning, developing and maintaining county wide disaster plans which includes field work as well as office work
2. Receives and dispatches correspondence related to Emergency Management operations and the Superfund Amendment Reauthorization Act (S.A.R.A.) Program
3. Assists in maintaining files and records related to the entire scope of the Emergency Management operation
4. Assists in serving as recording secretary to the Local Emergency Planning Committee (L.E.P.C.) and as such, prepares, distributes and files the committee agendas, minutes, and correspondence
5. Develops emergency response plans for facilities with extremely hazardous chemicals which includes field work and office work
6. Maintains appointments and scheduling of the Emergency Management Coordinator
7. Maintains the S.A.R.A. program, plans and procedures. Performs general clerical practices and maintains organization of the Emergency Management office
8. Assists in the writing of Federal Grants and implementation of grants received when applicable.
9. On-call for the Emergency Management Office when assigned in the absence of the Emergency Management Coordinator
10. Develops a basic understanding of the responsibilities of the Emergency Management Office and is able to fill in during the absence of the Coordinator in all emergency management office functions or any other duties assigned by the Sheriff/Chief Deputy or his/her designees.
11. Develops the understanding of how to set up and operate an Emergency Operations Center.
12. Due to the emergency responsibilities, may have to respond to work during off hours which may include evenings, nights, and weekends, and assist during a disaster as requested by the Emergency Management Coordinator
13. Assist with the County Identification Card System at the request of the Emergency Management Coordinator
14. Assist with the KeyWatch System at the request of the Emergency Management Coordinator
15. Assist with the Project Lifesaver Program at the request of the Emergency Management Coordinator
16. Performs related functions as assigned

III. Educational Requirements

1. Computer experience required

Must meet one of the following:

2. Associate degree from an accredited vocational, college, or technical school in Public Safety and a minimum of two (2) years of responsible public safety experience, OR
3. High School diploma or its equivalent and a minimum of three (3) years of responsible public safety experience- (ie., Emergency Management, Law Enforcement, Fire, EMS, Dispatcher).
4. Must complete Level 1 of the Wisconsin Emergency Management Certification Program within two years of employment
5. Must complete at least one continuing Emergency Management related course annually

IV. Knowledge, Skills, Licensure and Experience Required

1. Ability to maintain files in a neat and orderly manner
2. Ability to maintain neat and accurate sequential accounts
3. Knowledge of Business English and spelling
4. Ability to use the Word and Excel programs proficiently
5. Ability to prepare reports, forms and records and verify same
6. Ability to maintain effective working relationship with co-workers and the general public and possess proficient telephone skills
7. Ability to work with a minimum of supervision once on-the-job training is complete
8. Ability to accurately type 45 words per minute
9. Operate general office equipment
10. Operate a motorized vehicle
11. Valid Wisconsin Driver's License
12. Expected to maintain liability automobile insurance

V. Physical Requirements

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual acuity
3. Ability to hear normal conversation
4. Ability to communicate orally in a clear manner
5. Good manual dexterity of hands and fingers
6. Able to lift/carry/push/pull at least 50 pounds

The position description is not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.