

ASSISTANT EMERGENCY MANAGER

Part-time, 20 hrs/week

POSITION DESCRIPTION

PRIMARY DUTIES:

- 1. The incumbent is responsible for assisting the Emergency Manager with the Emergency Management program established in compliance with federal, state and local laws and guidance documents.**
- 2. The incumbent assists with reports (local, state and federal), data gathering, resource tracking and updating, correspondence as required, budget development and expenditure tracking. Additionally, during an event, the incumbent may be called upon to assist with the Emergency Operations Center (EOC), deployment to the scene for needed assistance, resource ordering and tracking, coordination with assisting agencies, and other duties as required.**
- 3. The incumbent assists with office duties; to include phone answering, computer messaging, filing of documents, and ordering office supplies. The incumbent also will attend meetings, take minutes, and process the minutes for distribution to committee members.**
- 4. Appropriate personal protective equipment will be provided as required for the duties assigned. Normally, this position is not in a response mode, but if situations dictate, the incumbent will respond to assist as needed.**
- 5. The incumbent will be required to attend training on subjects pertaining to the Emergency Management field, as offered by the State of South Dakota Office of Emergency Management, FEMA, EPA and other regulatory organizations.**

POSITION REQUIREMENTS:

- 1. The incumbent must have a good working knowledge of computers, and possess a working knowledge of Microsoft Office, Publisher, Excel and Word.**
- 2. The incumbent must be tolerant of individuals under stress, irritation and present a positive attitude when dealing with employees and the public.**
- 3. The incumbent must be reliable and complete assignments to meet deadlines established by local, state and federal guidelines. The incumbent will work**

in the Emergency Management Office and in the absence of the Emergency Manager will be required to fulfill the EM role as needed.

- 4. The position is under the direct supervision of the Emergency Management Office.**
- 5. The incumbent will update, monitor and assist with the required plans for the Emergency Management Program to ensure compliance.**
- 6. The incumbent may work in all kinds of weather, under varying conditions and may be subject to slips, trips and falls. Additionally, the incumbent may be exposed to fires, smoke, toxic and hazardous materials, man-made and natural situations that could pose a significant risk to health.**

QUALIFICATIONS:

- 1. Minimum high school diploma or GED certificate**
- 2. Experience with computers, including Microsoft Office**
- 3. Experience with administrative duties**
- 4. Possess a valid South Dakota Driver's license**

SALARY: \$14/hour to start

Submit the Fall River County position application to the Fall River County Auditor's Office at 906 N. River St., Hot Springs, SD 57747.

Open until filled