



KEWAUNEE COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT  
EMERGENCY MANAGEMENT ASSISTANT

The primary responsibility for this position is assisting in all administrative functions and clerical support for the operation of the Emergency Management Department. Assists in planning and preparation for present and future programs, projects and goals. This is a part-time position, 20 hours per week. Starting wage is \$16.60 per hour. A county employment application form along with a resume must be submitted prior to 12:00 noon on Monday, February 3, 2020. Submit to: Scott Feldt, Kewaunee County Administrator's Office, 810 Lincoln Street, Kewaunee, WI 54216. The county employment application form and job description are available at [www.kewauneeco.org](http://www.kewauneeco.org). Graduation from High School or GED or equivalent. Three years of increasing office experience. Strong math and computer skills are required for this position. A valid Wisconsin driver's license is required. Occasional travel required primarily for training. A typing test and written/computer-based general aptitude exams will be given. A passing score must be attained to be considered for this position. Equal Opportunity Employer



KEWAUNEE COUNTY EMERGENCY MANAGEMENT DEPARTMENT  
EMERGENCY MANAGEMENT ASSISTANT

Characteristic Work of the Position

Nature: Under the direction of the Emergency Management Director, provides administrative functions and provides the clerical support for the operation of the Emergency Management Department. Assists in planning and preparation for present and future programs, projects, and goals. Position is part-time.

Essential Duties and Responsibilities

*Administrative Functions – (65%)*

1. Creates and prepares correspondence, news releases and reports. (2%: 1/1)
2. Assists in the development of budget. Makes bill payment authorizations and assures that all expenses and revenues are assigned to correct accounts. (1%: .5/.5)
3. Open and sorts mail; interacts with public and other private/public staff on telephone and in person; maintains filing system; orders and monitors equipment and office supplies for the department. (4%: 2/2)
4. Assists with the testing and maintenance of computers, radios and sirens, tracking problems and scheduling maintenance. (4%: 2/2)
5. Maintain office in the Emergency Management Director's absence. (4%: 2/2)
6. Update and maintain agency website, office Facebook and twitter page. (4%: 3/1)
7. Maintain Tier Two inventory information and related records pursuant to Emergency Planning Community Right to Know Act (EPCRA). (5%: 0/.5)
8. Maintain inventory of supplies and equipment. (1%: .5/.5)
9. Assist with the updates and monitoring of the Wisconsin Emergency Management required "Plan of Work Document" within the grant period which includes two separate grants: Emergency Management Performance Grant (EMPG) and Emergency Planning and Community Right-to-Know Act (EPCRA). (13%: 6.5/6.5)
10. Assists with Public Safety and Justice Committee meetings, records accurate meeting minutes and emails to County clerk for proper publication. (8%: 8/0)
11. Assists in distributing Emergency Management planning documents throughout the County. (1%: .5/.5)
12. Assist with plan updates to Kewaunee County Strategic Plan, County Emergency Operations Plan, and municipal plans. (9%: 7/2)
13. Attend meetings, trainings, and seminars as they relate to emergency activities. (6%: 3/3)
14. Updates emergency contact information on a quarterly basis. (2.5%: 2.5/0)
15. Performs other related duties as may be assigned. (.5%: .25/.25)

*Planning Functions – 30%*

1. Assists Local Emergency Planning Committee (LEPC) with off-site plan development and updating of same. Responsible for preparing agendas, reservation of meeting venues and mailings. Assists with preparations for LEPC exercises. (12%: 0/12)
2. Assists with preparations for biennial nuclear plant emergency plan exercise with Point Beach Nuclear Plant, assisting with preparation of facilities, supplies and equipment before and after exercise. (12%: 12/0)
3. Assists with preparations for application and close-out paperwork on various grants in E-Grants to include: Computer and Hazmat Grant, Emergency Management Planning Grant (EMPG), Emergency Planning and Right-to-Know Act (EPCRA); as well as other grant applications alternate grant applications. (2%: 1/1)

4. Assist with development of public awareness and educational outreach. (2%: 1/1)
5. Assists and coordinates all set-up involved in exercises, meetings, training and other gatherings. (2%: 1/1)

#### *Emergency Operations – 5%*

1. Assist in the opening and closing of the Emergency Operations Center (EOC) if activated. (2.5%: 2/5)
2. Perform duties of Operations Officer in the EOC. (2.5%: 2/5)

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

#### Qualifications:

##### Essential Knowledge and Abilities

1. Ability to work with numbers with a high degree of accuracy
2. Basic bookkeeping knowledge to include preparation of bill authorizations
3. Ability to proficiently use office equipment including telephone, fax, copier, scanner, and calculator
4. Ability to learn to use siren system software, dosimeters/chargers, and hand held radio
5. Ability to organize and schedule work efficiently to complete tasks
6. Ability to effectively communicate program information to the public either on the phone or in person
7. Working knowledge of social media platforms
8. Ability to operate a computer and to keyboard at a reasonable rate of speed. Familiarity with Windows 10, Microsoft Word, Excel, and PowerPoint
9. Ability to understand and follow directions as required, either verbally or written
10. Skill in formatting and designing news releases, reports, and letters
11. Skill in multi-tasking
12. Ability to organize meetings, training sessions and exercises
13. Maintain confidentiality
14. Ability to work independently or with limited supervision and exercise good judgement
15. Ability to work flexible hours if necessary to accommodate meetings, trainings or other out of office tasks
16. Ability to remain calm and function effectively during emergencies or rapidly changing activities
17. Ability to obtain a passing score on a typing test and written/computer-based general aptitude exams.

##### Training and Experience

Graduation from High School or GED equivalent

Three years clerical experience working in an office environment

Strong math and computer skills required.

##### Physical Demands

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend, ascend/descend stairs, and lift moderately heavy (25-30 pound) objects. Performance of tasks involves mainly inside, protected from weather conditions. Working under extreme temperature exposure to atmospheric conditions in a physically confined worksite are present only in unusual situations. The physical demands described here are generally 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 an individual with a disability to perform the essential functions while performing the duties of this job. Must have the capacity to freely move in the community, such as through possession of a valid driver's license or other means, including access to a vehicle.

Equal Opportunity Employer

Job description reviewed and approved January 10, 2020