

**PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government**

POST DATES: 07/06/2017 – 07/17/2017	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: EMA Administrative Officer		
JOB CLASS (GRADE): MB - 10	HOURLY RATE: \$15.99	
LOCATION: EMA	WORK HOURS: 8:30 A.M. – 5:30 P.M.	
DEPT. HEAD: Spencer Hawkins	WORK WEEK: Mon. – Fri.	
<input type="radio"/> REPLACEMENT <input checked="" type="radio"/> NEW REQUIREMENT		

JOB SUMMARY:

The Administrative Officer is responsible for providing administrative coordination and program management under the direction of Macon-Bibb County procedures and guidelines.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative Coordination

- Coordinate day to day administrative duties for Emergency Management Agency (EMA) staff. Including but not limited to; document filing and management, corresponding with other county departments, community partners, and citizens
- Assist in developing policies and procedures as well as corresponding goals/production schedules to insure efficient functioning of EMA.
- Prepares or oversees the accurate and timely preparation of the department's payroll.
- Coordinate budget documentation, such as invoices, receipts, purchase orders, and requisitions for review by EMA Director and submission.
- Facilitate travel arrangements for EMA staff, including transportation, lodging, per diem, travel advance, and travel expense report.
- Monitor and order supplies for EMA offices, including office supplies, uniforms, and food.
- Assist in coordinating and maintaining EMA Directors email correspondence, contacts, and meeting scheduling.

Public Outreach and Education

- Develop and implement work plans and programs to improve the outreach, distribution, and measurement of EMA's emergency preparedness programs and services to targeted communities across Macon-Bibb County.
- Represent EMA at internal, external, promotional, or program events supporting EMA's work in emergency preparedness and community education.

- Establish new and enhance partner agency and key leader relationships with public, private, and nonprofit agencies across Central Georgia and beyond to strategically increase EMA's visibility, outreach, and distribution.
- Prepare written materials for marketing, grant or program reports, and other outcome-based purposes.

Grant Coordination

- Identification of Grant opportunities, research and writing of grants in coordination with County grants team.
- Maintain oversight of EMA grant awards to include submission dates, review dates, and closeout dates.
- Coordinate with Macon-Bibb budget and grants manager for day to day grant administration

Community Emergency Response Team (CERT) Administration

- Facilitate the Macon-Bibb County CERT Program to include, oversight of current CERT training, equipment management, and coordination with CERT Commanders.
- Serve as the point of contact for the establishment of new CERT teams or the citizens joining existing CERTs
- Execute annual CERT training exercise with current and new CERTs

Emergency Activations

- Available for potential 24/7 response to emergency situations at the Macon-Bibb Emergency Operations Center
- Provide administrative support to EMA staff, Emergency Support Functions, and Executive Policy Group during emergency activations.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Administrative Officer must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of the principles and practices of local government operations and administration.
- Knowledge of the concepts and operational requirements of emergency management
- Knowledge of budgetary preparation procedures and administration.
- Knowledge and proficiency of personal computers and word processing and database programs, including the Microsoft Office Suite, and internet and e-mail services.
- Skill in developing teams, understanding of interpersonal dynamics in a high stress environment
- Skill in writing clear and concise reports, memoranda, directives and letters.
- Skill in developing comprehensive plans from general instructions and industry best practices.
- Ability to accomplish assigned job responsibilities with a minimum of supervision and with only general direction.
- Ability to meet the public and convey messaging tactfully, courteously, and effectively.
- Ability to use discretion and to maintain appropriate confidentiality and security of private or confidential information.
- Ability to maintain effective working relationships with other employees, elected officials, private organizations, and the general public.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

- The Administrative Officer should possess, at a minimum, a High School Diploma or GED equivalent as well as some form of post high school education or certification
- Five (5) years of administrative support or experience working in an office environment or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.
- Experience and background in the public safety field is highly desired.

NECESSARY SPECIAL REQUIREMENTS:

- Must pass the ADVANCED level of the Macon-Bibb County skills test.
- Must be able to type 40 wpm.
- Possession of a valid Georgia Motor Vehicle Operator's License.
- Georgia Certified Emergency Manager (GA-CEM) certification must be currently held or attained within one (1) year of hire date

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None

TRAVEL:

The Administrative Officer may be required to travel on occasion.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division. Must have knowledge of accounting principles.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

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. This position requires light demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

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. The work environment is primarily an indoor office work area.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER