



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: **Emergency Management Specialist**

LOCATION: Emergency Management

HIRING RANGE: \$23.56 - \$26.18/Hr.

STATUS: Part Time

HOURS PER WEEK: 32

WORK HOURS: Varies

APPLICATION DEADLINE: **Ongoing**

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *January 2024*

POSITION TITLE: **Emergency Management Specialist**

DEPARTMENT: Emergency Management

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Provides assistance and technical administrative support to the Emergency Management Director and Deputy Director in emergency planning and community disaster response. Maintains the smooth and efficient operation of the Emergency Management Office in the absence of the Director and Deputy Director. Work can be performed independently or under general supervision.

ESSENTIAL FUNCTIONS:

1. Updates and monitors the Wisconsin Emergency Management-required "Plan of Work" which includes two separate annual grants: Emergency Management Performance Grant (EMPG) and Emergency Planning and Community Right-to-Know Act (EPCRA). Monitors work requirements and products to ensure completion within grant period and collects and creates required documentation of grant deliverables. Under the direction of the Director, manages all aspects of grant process. This may include writing and submitting state or federal grant applications that contain project narratives, performance measures, budget detail and finance tracking, completing required documentation for grant close out, and submittal request for reimbursement.
2. Assists Director with initial budget preparations and completes data entry of the finished budget numbers into the county financial software database. Renews and tracks contracts and agreements with outside vendors on a yearly basis. Creates purchase requisitions and follows up with receiving of completed purchase orders. Monitors expenditures throughout year.
3. Coordinates with the Sheriff's Office and other response agencies to support the Child Abduction Response Team (CART). This includes quarterly maintenance of CART roster, training and exercise records, Division forms, Dropbox, Response Manual, and other annual requirements necessary to maintain National CART certification. Maintains Emergency Management's CART Logistics Resource Book. Assists Deputy Director with CART Leadstracker database maintenance.

ADDITIONAL ESSENTIAL DUTIES:

1. Manages the annual EPCRA Computer and Hazardous Materials Response Equipment (CHREG) grant, Hazardous Materials Emergency Preparedness (HMEP) grant, and Public Assistance (PA) grant. Monitors grant requirements and collects required documentation for grant deliverables. Under the direction of the Director, manages all aspects of grant process. This may include writing and submitting state or federal grant applications that contain project narratives, performance measures, budget detail and finance tracking, submittal of quarterly reports when required, completing required documentation for grant close out, and submittal request for reimbursement.
2. Annually updates the "Winnebago County Strategic Plan;" along with the planning transmittal.
3. Completes Procurement Card statements in county financial software, collecting and uploading purchase documentation for all department personnel as required. Processes accounts payable documentation for submission to Finance Department. Tracks and documents receipt of grant funds and submits checks to Treasurer. Performs data-entry in the county financial software to invoice for WI-CAMS cards printed. Produces budget reports for Director and Judiciary and Public Safety Committee.
4. Assists with the development of LEPC meeting agenda, reserves meeting venues and records accurate meeting minutes. Submits agendas and minutes to County Clerk for proper publication and distribution. Maintains a tracking record of membership attendance, committee term expirations, and renewals.
5. Assists Director and Deputy with planning and coordination of training and exercise events. This may include writing and submitting state or federal grant applications that contain project narratives, performance measures, budget detail and finance tracking.

6. At the request of the Director, responds to potential or actual emergencies. Assists Director during emergency situations by compiling damage assessment figures, scheduling briefings and meetings, staffing of EOC and preparing supporting after action reports.
7. Maintains organization of department filing system, electronic files and office supplies. Ensures that adequate documentation is maintained to meet audit requirements on all state and federal grants.
8. Maintains and updates Disaster/EOC Response Manuals for all department staff, including annual updates of the Emergency Response Contact List. Maintains current internal group database for AlertSense, WebEOC, and Leadstracker software systems.
9. Assists Deputy Director with EPCRA offsite plan updates.
10. Creates and shares preparedness, outreach, educational, and emergency warning messages to be shared on office social media pages.
11. Travels to off-site meetings, trainings, exercises, and emergency response as required or at the request of the Director.
12. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Emergency Management Director.
2. Works with Deputy Director of Emergency Management, private industry, law, fire, health, county and state agencies.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High School Diploma.
2. A minimum of three years relevant work experience.
3. As associate's degree may be accepted with less than three years of relevant experience.
4. Must obtain Emergency Management Certification and specialized training within 3years of hire and annually complete grant-required continuing education and professional development, both of which will require overnight travel.
5. Experience with emergency management operations desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Familiar with EMPG and EPCRA programs.
2. Available for disaster response 24/7.
3. Considerable knowledge of office terminology and procedures.
4. Ability to follow oral and written instructions.
5. Establish and maintain a good working relationship with government, volunteer and emergency response personnel.
6. Work independently and be self-directed with ability to make decisions in accordance with proper rules and regulations.
7. Ability to edit detailed documents with a great deal of accuracy.
8. Ability to operate Microsoft Office efficiently.

9. Ability to learn financial software and Emergency Management computer programs for response and grant reporting.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.