



RIPLEY COUNTY EMERGENCY MANAGEMENT AGENCY

210 NORTH MONROE STREET | VERSAILLES, INDIANA 47042

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ema@ripleycounty.com

PART-TIME

EMA ADMINISTRATIVE ASSISTANT

GENERAL

Provide technological support for systems shared across Ripley County public safety departments. Assist in maintaining readiness, situational awareness, and scene support in emergency situations. Disseminate information to EMA Volunteers and the general public.

ESSENTIAL FUNCTIONS

- Contribute to technological preparedness with activities ranging from data entry to interoperability support.
- Propose alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.
- Collaborate with officials to prepare, analyze and submit damage assessments following a disaster or emergency.
- Prepare emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments.
- Monitor disaster response or crisis management activities such as evacuation and sheltering operations with Officials, Response Personnel and Non-government Organizations.
- Develop instructional material (printed and digital media) for the public and make presentations to citizens or groups to provide information on emergency plans and programs.
- Maintain and test the County Emergency Operations Center assets to assess its current capabilities to be functional during a disaster.
- Provide communities and stakeholders with information for applying to Federal grant funding for emergency management needs: planning, response, recovery and mitigation.
- Identify Federal funding for emergency management related needs and maintain compliance reported for such grants.
- Attend meetings, conferences, and workshops related to emergency management.
- Consult with officials of local and area governments, schools, hospitals, and other institutions to determine their needs and capabilities in the event of a natural disaster or another emergency.
- Develop and perform tests and evaluations of emergency management equipment to support emergency plans in accordance with state and federal regulations.

SPECIFIC TASKS

- Support all tasks of the Emergency Director if required.
- Support the Emergency Operations Center Manager during an emergency if needed.
- On-call for any emergency that EMA is dispatched to by the communications center.
- Complete technological improvement projects such as entering pre-incident data in CAD Spillman.
- Coordinate technological activities and vulnerabilities with Ripley County Technology Department.
- Ensure EMA computers have software updates and critical applications installed in a timely manner.
- Assists in the annual inventory of all EMA equipment and maintain accountability.
- Assists or facilitates any emergency management related committee or group.
- Be prepared to assist county and governmental agencies in the FEMA reimbursement process.
- Liaison between the National Weather Service and Ripley County including coordination through the use of NWS Chat 2.0 (Slack).
- Social Media Advisor (FB, Twitter, etc.).
- Mass Notification Administrator.
- EOC IT/Computer/Phone support.
- Assist in volunteer coordination and support.

JOB REQUIREMENTS:

- Emergency management and/or public safety experience preferred.
- High school diploma or GED.
- Ability to successfully complete training and obtain/maintain certifications and trainings as required by the county and by IDHS EMPG. Training included but not limited to: NIMS 100, 200, 700 & 800, and the Emergency Management Institute's Professional Development Series. Incident Command System (ICS) certification (300 & 400) is also preferred.
- Must be at least 21 years of age.
- Possession of a valid driver's license and demonstrated safe driving record.
- Employment eligibility is contingent on a favorable background check.
- Final eligibility for this position will be contingent upon review and approval of the applicant's knowledge, skills and abilities, along with education and experience.

AN EQUAL OPPORTUNITY EMPLOYER