



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET
POSITION AVAILABLE

JOB CLASSIFICATION TITLE: EMERGENCY MANAGEMENT OPERATIONS
MANAGER

DEPARTMENT: EMERGENCY SERVICES

PAY RANGE #19 \$24.35 – 27.35 PER HOUR

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING JANUARY 9, 2023

APPLICANTS SHOULD APPLY ON LINE AT: WWW.CO.WARREN.OH.US
COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN
CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN
DOWNLOAD TO YOUR DESKTOP AND EMAIL THE APPLICATION TO:
SUSAN.SPENCER@CO.WARREN.OH.US WITH A RESUME . PLEASE CONTACT
SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED
THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND A
BACK GROUND CHECK (BCI).

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$216 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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**Position Title: Emergency Management
Operations Manager**

Incumbent:

Class Title:

**Department: Emergency Services
Reports To: Director of Emergency
Services**

**FLSA Status: Exempt
Civil Service Status: Classified**

**Pay Range: #19
Probation: 365 days**

**Employment Status: Full-time
Lunch: Unpaid**

Work Hours: 40 hours week

JOB RESPONSIBILITIES:

Under general direction, assist the Director of Emergency Services in planning, developing, coordinating and implementing county-wide emergency operations plans; presents information to the public on emergency preparedness; may functionally supervise staff; plans and administers related training programs; performs other related duties as assigned.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
An example of an acceptable qualification for this position is:

Completion of secondary education and/or five (5) years experience in emergency management operations; and (1) year related experience or equivalent combinations of training and/or experience in safety and OSHA compliance.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid State of Ohio Driver's License

NIMS Required Certification

State of Ohio Emergency Management Coursework as defined by ORC 5502 (acquired during first two (2) years of employment)

ESSENTIAL FUNCTIONS:

1. Assist in planning, developing, coordinating and implementing county-wide emergency operation plans and safety programs.
2. Assumes the Emergency Management responsibilities of the Director of Emergency Services in his/her absence.

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3. **Coordinates and prepares all federal, state and local emergency management reports.**
4. **Functionally supervises Emergency Management personnel (e.g., LEPC/Grants Coordinator, Emergency Plans Assistant, etc.).**
5. **Assist in coordinating the intra-county, inter-county, state and federal agencies efforts and activities pertaining to emergency management readiness as an integral part of the overall State and National programs (e.g., fire departments; EMS; law enforcement agencies in cities, villages, townships; media; hospitals; etc.).**
6. **Plans, develops, promotes and implements emergency preparedness activities and/or alerts (e.g., population relocation, transportation, egress routes, etc.).**
7. **Arranges and/or provides training programs (e.g., radiological monitor, emergency response groups, civil defense training materials, etc.).**
8. **Ensures that the Warren County Emergency Operations Center is functionally capable of supporting operations when required. Schedules routine use of the facility during non-emergency periods.**
9. **Operates two-way radio equipment to receive and transmit messages.**
10. **Operates office equipment (e.g., computer, copier, calculator, etc.) and departmental equipment (e.g., automobiles, trucks, vans, generators, pumps, etc.).**
11. **Assist in the planning and conducting of local L.E.P.C. and hazardous material training, test and exercises.**
12. **Travel to and gain access to worksite to inspect chemical reporting facilities; wears chemical protective clothing to perform inspections and respond to the scene of a hazardous material spill.**
13. **Demonstrates a regular and predictable attendance.**
14. **Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.**
15. **On call 24 hours a day, seven days a week.**

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16. May assist with budgetary procedures.
17. Completes emergency planning training requirements.
18. Prepares and presents speeches to interested parties (e.g., schools, medical boards, hospitals, PTA, VFW, etc.).

OTHER DUTIES AND RESPONSIBILITIES:

1. Works on special projects as directed.
2. Performs other duties as required by Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: Department goals and objectives; government structure and process; safety management; OSHA compliance standards; supervisory techniques; employee training and development; emergency planning; County, State and Federal emergency preparedness procedures and practices; management; accounting; budgetary procedures; purchasing; grant administration; public relations; and emergency equipment.

Ability to: Prepare and maintain accurate records and reports, perform mathematical and statistical calculations, analyze and interpret complex material, supervise subordinates, communicate effectively, handle sensitive inquires and contacts with officials and general public; operate office and field equipment.

Skill in: typing and computer operation.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)