



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

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OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: EMA EMERGENCY PLANS ASSISTANT  
DEPARTMENT: EMERGENCY SERVICES  
STARTING WAGE: \$15.00 PER HOUR  
SCHEDULED HOURS: 40 HOURS PER WEEK  
(TEMPORARY ASSIGNMENT WITH  
POTENTIAL FOR PERMANENT HIRE)

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 MAY 20, 2022

**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 COMPLETED APPLICATION  
TO: [WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US) PLEASE CONTACT SUSAN  
SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

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](http://WWW.CO.WARREN.OH.US) FOR ALL JOB POSTINGS.  
QUESTIONS CALL: SUE SPENCER 513.695.1747

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POSITION DESCRIPTION**

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**Position Title:** EMA Emergency Planning Assistant **Incumbent:**

**Class Title:**

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<b>Department:</b>	<b>Emergency Services</b>	<b>FLSA Status:</b>	<b>Non-exempt</b>
<b>Agency</b>			
<b>Reports To:</b>	<b>Emergency Management Operations Manager</b>	<b>Civil Service Status:</b>	<b>Unclassified</b>
<b>Work Hours:</b>	<b>8:00 A.M. to 4:00 P.M.</b>	<b>Employment Status:</b>	<b>Full-time</b>
		<b>Lunch:</b>	<b>Unpaid</b>

Position is temporary with possibility of becoming permanent

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**JOB RESPONSIBILITIES:**

Under general supervision is responsible for emergency planning efforts coordinated by Warren County Emergency Management Agency. These responsibilities may include but not limited to: The maintenance, revision and development of emergency plans, including the All Hazards Countywide Emergency Operations Plan and support annexes regarding content, formatting and compliance with state and federal mandates; Emergency Support Functions (ESF's), the coordination with Cities, Townships and Villages as well as outside agencies; research and application of best practices in emergency management.

**MINIMUM 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:

Working knowledge of the types of emergency services required in natural and human caused disasters, particularly by the special populations within the community, and techniques of planning and training for implementing required emergency services. Skill in the use of a personal computer with Microsoft Office or similar software. Ability to plan and manage projects; to coordinate the development of EOPs to produce an effective document; to review and revise local emergency operations plans; and to organize large complex plans electronically. Ability to foster teamwork and effectively interact with and communicate orally and in writing with state and local officials and the public. Must possess a valid driver's license and satisfactory driving record; and be willing to travel when necessary. Must pass a background check which includes fingerprinting and DMV check.

**Preferred Qualifications:**

Completion of post-secondary education in emergency planning related subject area, and 1-year experience in a planning or research capacity; or training or work experience which evidences a comprehensive knowledge of emergency planning and a basic knowledge of budgeting, research, and government structure, and/or equivalent combinations of training and/or experience. Plan development experience preferred.

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**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid State of Ohio driver's license

NIMS Required Certification – IS 100,200, 700, 800 (ICS 300/400 and Professional Development Series Courses preferred)

**ESSENTIAL FUNCTIONS:**

1. Update Emergency Operations Plan (EOP) and Annexes to comply with state and federal guidelines/standards and to suit primary and support agencies current and future capabilities.
2. Update existing required emergency plans such as the county Disaster Recovery Plan, the Debris Management Plan, Special Events Plan, and other departmental and county disaster-related plans.
3. Assist in the updating of the county Hazard Mitigation Plan per required review period.
4. Assist local jurisdictions within the county with mutual aid agreements as required by NIMS as well as scheduled updates to any mutual aid agreements.
5. Represents Emergency Management Agency in contacts with government officials, facility coordinators, the general public, etc.
6. Assist in the coordination of disaster planning activities.
7. Demonstrates a regular and predictable attendance.
8. Maintains a valid Ohio driver's license.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs special studies and research projects as requested.
2. Performs other duties as required by Supervisor.
3. May travel to and gain access to certain departments, jurisdictions, and areas that will assist with planning responsibilities as assigned by supervisor or director.
4. Other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: Local, state, and federal laws and regulations regarding emergency services, disaster response, recovery, and mitigation; planning, development, implementation, and assessment of emergency management programs and response strategies relative to natural and manmade disasters.

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**Ability to: Communicate effectively orally and in writing; train with others in emergency response procedures and develop and conduct simulated drills and exercises to test updated plan components, identify and recommend appropriate solutions to problems (decision making); and promote, establish, and maintain effective working relations with others.**

**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)**

**Date Adopted: 01/15/2019**

**Date Revised:**