

LANCASTER COUNTY
EMERGENCY MANAGEMENT SPECIALIST

2322

NATURE OF WORK

This is secretarial and administrative support work for the Emergency Management department.

Work involves responsibility for the performance of complex clerical operations which require the exercise of independent judgment based on knowledge gained through experience. Work involves handling confidential matters as well as assisting in researching, developing and implementing departmental policies and procedures, budgets and administrative and operational issues. Supervision is received from the Emergency Management Director. Supervision may be exercised over subordinate clerical staff.

EXAMPLES OF WORK PERFORMED

Provide full range of secretarial and administrative support duties; meets and provides the public with information requiring knowledge of the Emergency Management department including public presentations on emergency preparedness.

Plan, organize, supervise and assign the work performed by clerical volunteers and interns; coordinates work flow to and from subordinate staff.

Participate in departmental budget preparation and maintain fiscal records of budgetary expenditures; prepare/monitor invoices and vouchers; post accounts.

Conduct research and special studies, compile data and reports on topics of administrative interest; gather and analyze data, make recommendations, and prepare reports on operating and administrative topics.

Act as the point of contact for multiple counties in the grant management system; responsible for entries for the entire region; manage and maintain department internet web site.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and procedures of office management.

Knowledge of organizational and administrative policies and procedures.

Knowledge of the basic principles of accounting and financial record-keeping procedures.

Ability to plan, organize, assign and evaluate the work of clerical and accounting subordinates.

Ability to interpret rules, regulations and policies and to make decisions in accordance with

established precedent.

Ability to perform routine administrative detail independently including the preparation of letters, reports and memoranda.

Ability to establish and maintain effective working relationships with county officials, other employees and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school supplemented by coursework in business education, business management or related field plus two years of experience in a responsible supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

11/2009

PS2322