

PICKAWAY COUNTY BOARD OF COMMISSIONERS

POSITION DESCRIPTION An Equal Opportunity Employer

POSITION TITLE: Planning & Outreach Coordinator
DIVISION: Emergency Management and Homeland Security Agency
CIVIL SERVICE STATUS: Unclassified
EMPLOYMENT STATUS: Permanent, Full-time
REPORTS TO: EMA Director

CRITICAL CHARACTERISTICS:

- Efficient
- Self-driven
- Organized
- Patient
- Accurate
- Persistent
- Curious
- Integrity
- Demonstrates regular and predictable attendance.
- Ability to manage multiple tasks and projects simultaneously.
- Ability to maintain confidentiality of information.
- Customer service focus.
- Ability to work with other agencies and stakeholders.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Creates, updates, and edits county emergency policies, procedures, and plans in coordination with other agencies for comprehensive, countywide emergency plans.
- Updates fire/EMS run cards, makes law enforcement changes in the system, and performs audits working with the law enforcement and fire departments dispatched through the Pickaway County Sheriff's Office. Assists Director in coordination of 911 dispatching centers in Pickaway County.
- Attends training, meetings, outreach, and conferences as necessary representing the agency as delegated by the Director. Travels to and participates in discussions, meetings, and serves on panels or committees; attend workshops, committees, and boards.

- Oversee and coordinate the Community Emergency Response Team (CERT) under the supervision of the EMA Director.
- All other duties as assigned.

QUALIFICATIONS:

Any combination of education, training, and experience which provides the necessary skills, knowledge, and abilities to perform the work of this class, especially fire, police, emergency medical, or military experience; completion of the twelfth (12th) school grade, with some college preferred. Other requirements include:

- Must be an accomplished operator of personal computers, copiers, calculators and other standard office equipment.
- Must be proficient with Microsoft Office software including Word, Excel and Powerpoint.
- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, rules and regulations.
- Have the ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public, exercise sound judgment, maintain accurate records, interpret general instruction, and prepare meaningful, concise and accurate reports.
- Have ability and commitment to work with the public.
- At least 1 year in planning is preferred but not required.
- Experience with run cards preferred but not required.

COMPUTER/TECHNOLOGY /SOFTWARE SKILLS:

The following is the common technology used in this position and is not all inclusive.

CAMEO, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, electronic resources, internet, email, geographic information systems (GIS), Computer-Aided Dispatch software, and other miscellaneous County related software applications.

EQUIPMENT OPERATED

Copiers, digital scanning devices, digital camera, personal computer and peripheral devices in a networked environment, telephone, two-way radio, fax, laptop with LCD projector and Global Positioning Systems (GPS) devices, unmanned aerial systems (drone), specialized tools and machinery related to public safety, emergency management, and homeland security (i.e., power generators, radiation monitoring equipment, etc.).

ADDITIONAL WORKING CONDITIONS

- Evening/weekend meetings, workshops, or assignments may be required.

- May be requested after normal working hours by telephone, radio, and/or by other means in case of disasters, emergencies, or other events as required.
- Ability to climb in and out of vehicle trunks or cargo compartments, heavy machinery, and other places where radio equipment is installed.
- Occasional travel within the County and to neighboring Counties may be required.
- May be required to drive in inclement weather.
- May require working in adverse weather conditions for long periods of time (over one hour). Conditions include, but are not limited to temperatures below 32 degrees, temperatures exceeding 100 degrees, rain, snow and ice
- May be exposed to noise, vibration, physical hazards, odors, dusts or poor ventilation.
- Occasional exposure to verbally hostile or confrontational citizens and/or public groups may be expected.

LICENSURE OR CERTIFICATION REQUIREMENTS

Valid Ohio Driver's License.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:

A background check, pre-employment drug screen, and loyalty oath (O.R.C. 5502.21) are required for employment to allow access to the EMA, Homeland Security, E-911, and emergency communications information.

This position requires a Criminal Justice Information Services (CJIS) certification which requires a state and federal background check. This can be done upon hire.

Emergency Management and Homeland Security Agency
Communications Technician
Commissioners Office

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Approval of Appointing Authority

Date

Employee Signature

Date

Date Adopted:

Date Revised: 11/1/23