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MEMORANDUM

PLEASE POST IMMEDIATELY

INTERNAL & EXTERNAL POSTING

DT: 7/27/18

TO: All Department Managers

**FR: Kelly Baker
Human Resources**

RE: Vacancy in the Homeland Security/Emergency Management

There is an opening for a Part-Time Emergency Planner in the Homeland Security/Emergency Management Department. The essential functions of the position are attached. Starting hourly compensation is \$18.00. *Anyone wishing to apply for this position needs to contact the Human Resource Office by application and resume by 4:00 p.m. on Friday, August 10, 2018.*

**Kenton County
Homeland Security/Emergency Management**

**Compensation: Hourly
Exemption Status:
Non-Exempt
Exemption Type: N/A**

PART-TIME EMERGENCY PLANNER

GENERAL NATURE OF WORK

This is skilled Administrative and technical work in the County Emergency Management & Homeland Security department. An employee in this class is responsible for typing, filing, data entry, write/update response plans for Extremely Hazardous Substance (EHS) facilities, maintenance of emergency operation policies, write planning documents as necessary, assist with responses and compiling reports for the department under close to standard supervision. This person is familiar with emergency responses and hazardous materials mitigation. Responds to emergency situations and assist with mitigation efforts. Assist in disaster management.

EXAMPLES OF DUTIES

Authors Emergency Response Plans for Extremely Hazardous Substance Materials.

Adjust current plans to meet new state and federal EHS guidelines.

Submits planning documents to Frankfort for approval.

Type's letters, documents, reports, forms and other material for the department's staff as required.

Receives visitors to the department.

Files correspondence, documents, reports, forms and other materials as needed.

Gives information and referrals to the general public.

Performs related duties as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of emergency services operations and emergency/disaster training methods and techniques; knowledge of operating procedures for warning and radiological defense systems.

Knowledgeable of Hazardous Materials and Substances.

Part-Time Deputy Director / Emergency Planner

Ability to get along with others in the work place and to respect their rights as individuals.

Knowledgeable and Comprehends the Emergency Response Guide.

Familiar with Hazardous Material responses and mitigation techniques.

Proficient in all Microsoft products (Word, excel, PowerPoint, Outlook, etc). Understands and works proficiently in Hazardous Materials software CAMEO and ALOHA.

Ability to communicate verbally; ability to comprehend simple verbal orders and to perform the required job task.

Knowledge and use of good telephone answering techniques and to take accurate messages.

Ability to read and comprehend written work directives and/or follow written program instructions.

Ability to read or view training materials and to comprehend the information.

Knowledge of safe work practices and the ability to apply them in work day situations.

Good working knowledge of standard office machines including a calculator, copy or fax machine, computer terminals, PC's, printers, typewriter, etc.

Ability to work effectively with limited supervision.

Assist in coordination efforts and activities of response agencies during a disaster; develops emergency response and contingency plans for Public service entities and other related organizations such as Red Cross.

Must be physically and mentally prepared to assist with on-scene emergency operations.

DESIRABLE TRAINING AND EXPERIENCE

Graduate of a standard high school or the equivalency, supplemented by courses in typing and general office procedures and experience in performing administrative duties including public contact; or any combination of training and experience which provides the desired knowledge, skills and abilities. Must be Hazardous Material Awareness and Operations certified.

Preferred training, or will be completed within the first year of employment.

- IS:100 IS:200 IS:300 IS:400.

-Incident Command and Incident Management System Basic -Concepts

Part-Time Deputy Director / Emergency Planner

- Mitigation benefits, methods, resources and planning
- Basic Emergency Operations Center operations
- Damage Assessment
- Hazardous Materials Awareness and Operations trained. Prefer Haz-Mat Technician

NECESSARY SPECIAL REQUIREMENTS

Ability to type 40 words per minute with accuracy.

Possession of a motor vehicle operator's license.

PHYSICAL REQUIREMENTS

Must be able to lift forty (40) pounds or more to a height of four (4) feet or more.

Must be able to sit for extended periods of time.

Eye sight must be correctable to 20/20 vision.

Hearing must be within normal acceptable range of 20-25 with or without a hearing aid.

The physical demands described here are representative of those that must be Met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with Disabilities to perform the essential functions.

The above Job Description is intended to describe the general content of, and the requirements for, the performance of this job, including the essential functions. The description is not to be construed as an exhaustive, all inclusive statement of job duties, requirements, or responsibilities.

Employee Signature

Date

Human Resources

Date