



**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

JOB CLASSIFICATION TITLE: EMA SPECIALIST  
DEPARTMENT: EMERGENCY SERVICES  
PROBATIONARY RATE: \$20.17 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 JULY 16, 2024.

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) AND COMPLETE THE APPLICATION AS  
FOLLOWS: CLICK ON JOB OPPORTUNITIES 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 MUST BE ACCEPTED UNTIL POSITIONS ARE 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 **\$270 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 Specialist**

Incumbent:

Class Title:

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Department:	<b>Emergency Services</b>	FLSA Status:	<b>Non-exempt</b>
Reports To:	<b>Emergency Management Operations Manager</b>	Civil Service Status:	<b>Classified</b>
Pay Range:	<b>#13</b>	Employment Status:	<b>Full-time</b>
Probation:	<b>365 Days</b>	Lunch:	<b>Unpaid</b>
Work Hours:	<b>40 Hours / Week, Day Shift</b>		

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**JOB RESPONSIBILITIES:**

Under general supervision, assists with emergency planning efforts coordinated by Warren County Emergency Management Agency. Planning efforts may include but not limited to: the maintenance, revision and development of emergency plans, including the All Hazards Countywide Emergency Operations Plan (EOP) 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 man-made caused disasters, particularly by the special populations within the community, and techniques of planning and training for implementing required emergency services. Ability to plan and manage projects; to coordinate the development of emergency operations plans 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.

**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 (ICS 100, ICS 200, IS 700, and IS 800)  
ICS 300, ICS 400, and PDS Certification acquired in the 1<sup>st</sup> year of employment.

**ESSENTIAL FUNCTIONS:**

1. Support the development and maintenance of the County Emergency Operations Plan (EOP), Emergency Support Functions (ESFs), and Annexes to comply with state and federal guidelines / standards and to suit primary and support agencies' current and future capabilities.
2. Assist in the development, update, and implementation of emergency preparedness and emergency response plans, including but not limited to the County Disaster Recovery Plan, the Debris Management Plan, Continuity of Operations Plan (COOP), Special Events Plan, and other departmental and county disaster-related plans.
3. Support 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. Aid local jurisdictions and organizations within the county in the development and review of disaster-related plans.
6. Represent the Warren County Emergency Management Agency in contacts with government officials, facility coordinators, the general public, etc.
7. Develop and convey, through effective presentation skills, key ideas and concepts across a wide range of audiences, including but not limited to local elected officials, department heads, schools, youth groups of all ages, the general public, etc.
8. Assist in the coordination of disaster planning activities.
9. On-call 24 hours per day, 7 days per week.
10. Conduct emergency response activities at the County Emergency Operations Center (EOC) when activations occur; learn and fulfill multiple roles in the EOC and support other members of the EOC team in the completing of duties, including but not limited to assist with the fulfillment of resource requests, coordinate with public officials and communities for damage reports, assist with performing damage assessments of public and private property, and maintain activity logs to document emergency and disaster events.
11. Operate office equipment (e.g., computer, copier, calculator, etc.) and departmental equipment (e.g., automobiles, trucks, vans, generators, pumps, etc.).

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12. Demonstrate a regular and predictable attendance.
13. Maintain a valid Ohio driver's license.
14. Follow all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Perform special studies and research projects at the request of the Emergency Management Operations Manager.
2. Perform other duties as assigned by the Emergency Management Operations Manager.
3. As assigned by the Emergency Management Operations Manager or Director may travel to and gain access to certain departments, jurisdictions, and areas that will assist with planning responsibilities.

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

**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 man-made disasters.

**Ability to:** communicate effectively orally and in writing using prescribed format and conforming to all rules of punctuation, grammar, diction, and style; 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); promote, establish, and maintain effective working relations with others; and comprehend a variety of reference books and manuals, relevant federal and state laws, department guidelines and policies, and Ohio Revised Code.

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**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.**

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**(Employee's Signature)**

\_\_\_\_\_  
**(Date)**

**Date Adopted: 4/25/24**

**Date Revised:**