

**Recruitment Announcement**  
**Jefferson County Office of Homeland Security**  
**and Emergency Management**

(A Department of the Jefferson County Commission)

Is accepting resumes for the position of

**Administrative Assistant / Public Information Officer / Volunteer  
Coordinator**

This is a Full Time, Salary Exempt Position. Starting Salary is Grade 4 - \$37, 750 annually.

Qualified Applicants should submit a cover letter and resume by regular U.S. Mail to:

Stephen S. Allen, Director  
Jefferson County Office of Homeland Security and Emergency Management  
28 Industrial Blvd., Suite 101  
Kearneysville, WV 25430

Resumes will be accepted until the position is filled.

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The ideal candidate will have a Bachelor's Degree (preferred) in Emergency Management with 3-5 years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. The Experience should be in Emergency Management.

Must be available 24/7/365 in case of emergency, and be available for daytime, evening, overnight, and/or weekend assignments. Assignments may include travel, training, attendance at meetings or conferences, emergency operations center activations, and/or field work, some with little to no notice.

Must reside in Jefferson County or the adjoining area. Must successfully complete annual training/certification requirements and NIMS requirements. Must successfully complete a background check. A valid driver's license is required for this position. In addition to the degree, the PIO is required to complete FEMA's Basic Public Information Officer and Advanced Public Information Officer courses, as well as, NIMS 100, 200, 300, 400, 700, and 800. It is highly recommended that this individual be trained in social media.

Must have knowledge of all phases of emergency management, including preparedness, planning, response, recovery, and mitigation; strong management, organizational and people skills. Must complete required continued training under FEMA's Emergency Management Institute courses and required courses by the WV Department of Homeland Security, Division Emergency Management.

**Statement of Duties:** Provides administrative support to the Director and Deputy Director of Homeland Security and Emergency Management, is the Public Information Officer for JCOHSEM, and works with staff to coordinate activities of volunteers.

**Supervision Required:** The employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

**Supervisory Responsibility:** Employee regularly leads other workers (Volunteers) in accomplishing assigned work and performs non-supervisory work that is usually of the same kind and levels as is done by the group led. Provides on-the-job training for new employees.

**Confidentiality:** Employee has access law-enforcement-sensitive documents; counter terrorism information, sensitive plans, as well as has to sign Non-disclosure agreements regarding sensitive information with some federal agencies as a part of the job.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, endanger others, and jeopardize programs.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

**Complexity:** Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Essential Functions:**

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Provide administrative support including answering telephones, sending out messages, taking minutes, working with the County Commission staff to put information on Homeland Security and Emergency Management website, filing, ordering office supplies, records management and making appointments.
  
2. Operate computer programs for data entry, research and reporting, enter data into web-based systems, process reports on the ETEAM computer program, and monitor weather reports. Puts weather watches and warnings onto NIXLE, Facebook, and Twitter. Responsible for being trained and posting vital information to the IPAWS (Integrated Public Alert and Warning System) and the EAS (Emergency Alert System).
  
3. Assists with grant preparation and reporting.
  
4. Serve as Public Information Officer for department; prepares and distributes information on mitigation, planning, preparedness, response, and recovery phases of emergency management.
  
5. Build professional relationships with local and regional media and become familiar with ways in which the media can assist during emergencies; maintains list of all local/regional media and contacts for each. Monitors public information of televisions, radios, newspapers, internet and social during a disaster that affects the local community.
  
6. Build professional relationships and help train other local agency's public information officers.
  
7. Familiar with Public Information Annex of the Emergency Operations Plans and be ready to enact.

8. Maintains communications equipment, keeps devices charged and ready for use at all times.
9. Operates JIS/JIC (Joint Information System or Joint Information Center) during time of disaster.
10. As Volunteer Coordinator, maintains and updates all databases, files and credential criteria records; ensures all volunteers are approved and added to the insurance, as required.
11. Works with JCOHSEM and other agencies to identify and assign volunteers to needed areas.
12. Performs other duties as assigned by the Director or Deputy Director.
13. Must be available 24/7/365 in case of emergency, and be available for daytime, evening, and/or weekend assignments, and travel to attend meetings and conferences.

**Recommended Minimum Qualifications:**

**Education and Experience:** 4 Year Degree (Bachelors); or equivalent and three to five (3-5) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. The experience should be in Emergency Management.

**Special Requirements:** Must reside in Jefferson County or the adjoining area. Must successfully complete annual training/certification requirements as well as all NIMS requirements. Must successfully complete a background check. A valid driver's license is required. In addition to a degree, the PIO is required to complete FEMA's Basic Public Information Officer and Advanced Public Information Officer courses. Additionally, the candidate is required to successfully complete other FEMA/EMI PDS courses and NIMS 100, 200, 300, 400, 700, and 800. It is highly recommended that this individual be trained in social media.

### **Knowledge, Abilities, and Skills**

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of computer databases, various software, programs, and the Internet in support of department operations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

Skills: Proficient personal computer skills, volunteer coordination, writing and communication skills. Outstanding interpersonal skills and attention to detail required.