

CITY OF KENT  
POSITION DESCRIPTION

Position Inventory Number: \_\_\_\_\_

Classification Specification: ADMINISTRATIVE SECRETARY I

Salary Range: AF 20

Position Description (Working Title): Emergency Management Assistant

Incumbent: VACANT

Location: Fire Department - Emergency Management Division

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GENERAL PURPOSE:

Under the direction of the Emergency Management Division Chief, provide a variety of complex secretarial and administrative support by assisting staff in the development and coordination of programs related to emergency management and emergency preparedness for the City of Kent.

Work is characterized by complex and specialized secretarial duties, including but not limited to, administrative support for assigned programs; data entry; organization and maintenance of files, records and information; coordinating communication efforts; conducting assigned administrative research in support of programs and staff; providing administrative support for Emergency Management grants; providing administrative support during emergency events/disasters as assigned; assist in planning and implementation of emergency management programs and related training; and secretarial responsibilities involved in all phases of emergency management (mitigation, preparedness, response, and recovery).

Work is performed under general supervision. The Supervisor defines objectives, priorities, and deadlines; and assists the incumbent with unusual situations, which do not have clear objectives or precedents. The incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures, and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist and support staff with the administration, development, and implementation of assigned programs within the Emergency Management Division of the Fire Department by providing complex and specialized secretarial duties.

Provide administrative support for various training classes presented to the public, businesses, community agencies, schools, and City of Kent employees.

Provide administrative assistance in support of emergency management grants; conduct assigned research; track statistics and expenditures; and prepare correspondence.

Provide administrative research and development assistance with lesson plans for emergency preparedness programs.

Provide administrative support for the Local Emergency Planning Committee (LEPC) and hazardous material related meetings with the Kent Fire Department's Hazardous Materials Team, hazardous material facilities, the Department of Ecology, and other agencies.

Research and compile statistical data and backup material and prepare statistical administrative reports as directed.

Organize and maintain records/inventories of hazardous materials and their location within the City of Kent as required by the Superfund Amendment and Re-Authorization Act (SARA Title III) of the Emergency Planning Community Right to Know Act of 1986; provide technical information relating to this Act as requested.

Draft various emergency management checklists; develop forms, logs, and resource lists for the Emergency Coordination Center.

Assist with annual updates for the City of Kent Comprehensive Emergency Management Plan.

Attend a variety of meetings, community events, training classes, and assist in special assignments as directed by the Emergency Management Division Chief.

Prepare correspondence and meeting minutes; schedule meetings; and respond to telephone inquires related to the Emergency Management Division.

Respond to emergency events within the City of Kent that involve the Emergency Management Division. Assist with setting up the Emergency Coordination Center (ECC) or the Mobile Command Post (MCP). Assist the ECC Coordinator by documenting activities, expenses, and coordinate reimbursement activities with Local, County, State, and Federal agencies during the Recovery phase of an emergency.

Become familiar with, follow and actively support the City's and Department's mission, vision, values, and behavior statements.

**PERIPHERAL DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic municipal government policies, procedures, and structure; and applicable local, state, and federal laws, codes, regulations, and ordinances
- Basic principles, practices, and procedures of governmental budgeting, accounting and purchasing including preparation, monitoring, transferring, and reporting
- Basic Emergency Management principles and practices to include applicable City, State, and Federal laws to include RCW 38.52, WAC 118-40, Kent City Code 9.01 and SARA Title III/Emergency Planning Community Right to Know Act of 1986
- Modern office practices, procedures, and equipment including personal computers and related software such as word processing and spreadsheet programs
- Basic research and methods
- Quality customer service principles and practices

SKILLED IN:

- Effective telephone techniques and etiquette
- Interpersonal skills using tact, patience and courtesy
- Recordkeeping techniques
- Operation of modern office practices, procedures, and equipment including personal computers and related software such as word processing, presentation programs and spreadsheet programs
- Effective oral and written communications skills
- Effectively dealing with the public in sometimes hostile situations
- Establishing and maintaining cooperative and effective working relationships with others in accordance with the Kent CARES philosophy
- Meeting schedules and timelines

ABILITY TO:

- Perform complex and responsible clerical duties with speed and accuracy
- Compose, proofread, and edit routine and special general correspondence and reports including letters, memoranda, minutes, etc.
- Analyze situations accurately and adopt an effective course of action
- Maintain a variety of complex filing systems and records
- Operate a personal computer and related software
- Assist with the coordination of people and the resources necessary for effective emergency response and recovery
- Organize cooperation and gathering of resources from all segments of the community for emergency response use
- Interact with all City departments, a variety of law enforcement agencies, emergency service agencies, other Federal, State, City, and County governments, schools, and community groups
- Multitask and work on several assignments at one time with numerous interruptions
- Add, subtract, multiply, and divide quickly and accurately; compute rate, ratio, and percent; and create graphs and charts
- Apply common sense understanding to carry out instructions furnished in written or oral form and deal with problems involving several variables in standardized situations
- Work independently with little direct supervision and maintain confidentiality

- Plan and organize work to meet schedules and timelines
- Maintain flexibility in work hours as well as work assignments to support the team as a whole

**EDUCATION AND EXPERIENCE REQUIRED:**

**Education:** High school diploma, general education degree (GED), or equivalent, supplemented by some college level work or training in administrative support, office management, secretarial training, or a related field; and

**Experience:** Three (3) years of increasingly responsible secretarial experience including at least one (1) year of experience in emergency preparedness, emergency management, public education, program development, administration, or related field.

**Or:** In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Washington State Driver's License, or the ability to obtain within thirty (30) days of employment
- Must pass the City's pre-employment driver's check and maintain an excellent driving record
- Employees working with minors or adults with disabilities may be required to pass a pre-employment Washington State background check

**MACHINES, TOOLS AND EQUIPMENT USED:**

Typical business office machinery and equipment used include, but are not limited to, personal computer, projectors, scanners, copy machines, PowerPoint projectors, software programs, fire extinguishers, digital camera, water/gas meter wrenches, search and rescue equipment, disaster medical supplies, 800 MHz radio, and pager.

The incumbent is required to operate a City vehicle.

**PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee frequently is required to stand; walk. The employee is occasionally required to climb, balance; stoop; kneel, crouch, or crawl; and have the sense of smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds with assistance

Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

**WORKING CONDITIONS:**

Work is performed in an indoor and outdoor environment, occasionally exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to loud.

Work is also performed in the Fire Department drill tower, drill field, climbing and descending stairs and standing for long periods of time. The environment in the drill tower may be dark. There can be live natural gas fires for drill purposes. The tower, drill field environment can also be at another physical site such as a school, conference center, or fire station.

**SIGNATURES:**

	Date		Date
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Approval:

	Date		Date
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**\*\*Note:** This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Created: 1/16/08