JOB TITLE	LEPC Coordinator/Administrative Assistant	POSITION TYPE	Part Time – Safety Sensitive/ 16 Hrs. per week
PRIMARY WORK LOCATION	1025 South Main Street Kenton Ohio	SUPERVISORY DUTIES	No
HIRING & REPORTING AUTHORITY	Hardin County Emergency Management	CORE HOURS	Flex; 8:00 a.m. – 4:30 p.m. Some weekends
FLSA STATUS	Non - Exempt	CLASSIFIED	

SUMMARY OF ESSENTIAL DUTIES AND RESPONISBILITIES (NOT INTENDED TO ENCOMPASS ALL POSSIBLE JOB DUTIES)

Reports to the Hardin County Emergency Management Director and is responsible for assisting in the development and oversight of the county's emergency management program and plans. Assists in coordinating the activities of all relevant local entities having emergency management responsibilities in the event of a disaster. Performs administrative tasks related to record keeping, fiscal operations, data collection and reporting, and grants management.

- Manage and maintain the Emergency Management Agency's staff schedule.
- Assists the Emergency Management Agency Director in developing and maintaining the overall county emergency management program in compliance with local, state, and federal operational standards.
- Must be willing to complete state training requirements within the first two years of employment.
- Perform general office duties, including but not limited to: answering phones, receiving visitors, preparing and monitoring invoices, generating/maintaining technical files. Proficiency in MS Office (Word, Excel, PowerPoint, Outlook, and Publisher) and social media platforms is a requirement. Perform other duties as assigned.
- Maintain agency financial records.
- Maintains accurate records and inventories of resources and facilities for use in the event of a disaster.
- Submits a variety of reports pertinent to the operation of the Emergency Management Program and the LEPC Program. Maintains LEPC technical files along with a list of approved 'clean-up' contractors.
- Grant Writing as needed.
- Establishes and maintains effective working relationship with all Hardin County first responders, including all Law Enforcement, Fire Departments, Ambulance Companies, Hospital(s) and Political Subdivisions.
- Participates in assigned trainings and meetings as required.
- Organizes all board meetings and trainings. Takes and transcribes meeting minutes.
- Regular, predictable and punctual attendance requirements are essential to the performance of this position.

PHYSICAL REQUIREMENTS

This position involves occasional duties to include, but are not limited to, exposure to outside weather conditions. Visual acuity is required in the performance of this position to include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.