

Name_____

Address:_____

INSTRUCTIONS TO APPLICANTS
for
Part-time Administrative Assistant Position

1. Please fill out an application form and attach a copy of your resume together with any additional documentation that you may wish to have considered with your application;
2. Please do not contact this office, as those who will be interviewed will be determined on the basis of the application and resume. Those interviewed may be required to demonstrate their proficiency at needed skills;
3. All applications must be physically returned to the Emergency Management office or submit electronically to emergencymanagement@masoncounty.net and;
4. Please type or neatly print your name and address on the spaces provided on this sheet, then staple this sheet and the remainder of this packet in the upper left hand corner of your application and resume.

Elizabeth Reimink, P.E.M.
Emergency Management Coordinator

EMPLOYMENT OPPORTUNITY

Part-time Administrative Assistant for Mason County Emergency Management

Mason County Emergency Management is seeking a qualified individual for a part-time Administrative Assistant position. Individuals applying for this position must possess general clerical skills, computer and typing related skills and be knowledgeable of accounting procedures and general record keeping. Persons interested in making application for this position may pick up a job application packet from our website (<https://www.masoncounty.net/departments/emergency-management/open-positions.html>) or request an electronic application packet from emergencymanagement@masoncounty.net. The County of Mason is an Equal Opportunity Employer.

ADMINISTRATIVE ASSISTANT POSITION

This position will work 15 hours a week for the Mason County Emergency Management Coordinator.

I. JOB DESCRIPTION – EMERGENCY MANAGEMENT COORDINATOR’S OFFICE

The successful applicant will be responsible to the County Emergency Management Coordinator for assisting in the delivery of emergency management services, such as:

- A. Analyzes, organizes, and performs office operations and procedures such as typing, accounting tasks, flow of correspondence, filing, copying, requisition of supplies and other clerical services;
- B. Compiles and analyzes financial information to prepare account reports and budgets, grant submittal documentation, and other grant fiduciary reports;
- C. Evaluates office procedures and recommends revision to procedures or devises new methods of improving the efficiency of the work flow;
- D. Maintains procedures for record retention, protection, retrieval, transfer, and disposal according to local, State, and Federal guidelines;
- E. Prepares vouchers, invoices, notices, minutes, agendas, resolutions, and other records;
- F. Assists in the planning, coordinating logistical arrangements, and execution of meetings, conferences, trainings, and exercises;
- G. Prepare grant application, agreements, and other related documentation;
- H. Uses telephone and email to correspond with external stakeholders and the public in a professional and courteous manner;
- I. Assists in the procurement of office supplies and grant equipment;

- J. Assists in preparing mail and packages and stays up to date with current postal rates and regulations;
- K. Record and compose meeting minutes as directed by the Emergency Management Coordinator;
- L. Reads and follows appropriate instructions and/or guidelines, written or verbal, for completing assigned tasks;
- M. Performs or coordinates all necessary work to keep the offices of the County Emergency Management Coordinator looking professional and neat;
- N. Assists with preparation and submittal of any required quarterly, annual, or special financial work reports or forms to assure that Mason County qualifies for federal or state reimbursement;
- O. Assist in maintaining and implementing various emergency management related plans, documents, assessments, and procedural guides;
- P. Attend educational and training classes, seminars, or conferences pertaining to Emergency Management and assigned job duties;
- Q. Become proficient in relevant web-based reporting systems as required by State and Federal entities;
- R. Assist in preparing and delivering local educational preparedness activities to the public;

II. JOB QUALIFICATIONS AND PREREQUISITES:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The successful applicant for this position should possess, at minimum, the following:

- A. Personal initiative and the ability to effectively plan and organize work;
- B. Ability to work independently as well as with others in a positive manner;
- C. Ability to deal with the general public in a helpful and pleasant manner;
- D. Proficient in the use of a computer and digital technologies;
- E. An associate's degree in a business or emergency management related field from an accredited institution or a minimum of three (3) years' experience in a related field. Education and/or work related experience is highly desirable in the following areas: general clerical duties, federal and state grants, crisis response, accounting, bookkeeping and/or computers;

- F. Ability to operate and utilize the following equipment: telephone system; facsimile (fax); computer system including, but not limited to, word processing, spreadsheet and database programs, photocopier; optical scanner, GIS software, and document binder; and;
- G. Ability to pass the standard County physical examination. This examination will be a condition of employment;
- H. Ability to pass the standard County background check which will be a condition of employment;
- I. Possess accurate and detailed record keeping skills;
- J. Ability to work independently as well as with others

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. The ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Driver's License with a good driving record.

OTHER SKILLS AND ABILITIES:

Proficient in the use of Microsoft Office, including Word, Excel, Outlook, and Publisher, is desired.

Ability to become proficient in the use of Microsoft Office 2016 software is required within four months of date of hire.

Excellent/detailed record keeping necessary.

Ability to manage confidential information.

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 sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The ability to operate radio and other communication equipment.

WORK ENVIRONMENT:

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The noise level in the work environment is usually low, with occasional to moderate or high levels. The employee typically works in an office and could travel to sites throughout the County; however, the employee may be exposed to various types of disaster conditions throughout the course of their employment. The employee typically works a weekday schedule; however, special circumstances may require the adjustment of scheduled time to evenings and/or weekends.

III. JOB COMPENSATION AND BENEFITS

This Administrative Assistant position is an at-will county position subject to the County Handbook Policy and other rules governing part-time employees adopted by the Mason County Board of Commissioners. There will be a six (6) month introductory period. At present, hours, compensation and benefits include, but are not limited to, the following:

A. Hour of work are 15 hours per week. Scheduled days may vary.

B. Current compensation for 2023 is:

Start	\$15.30
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C. Present benefits include to: FICA, Worker's Compensation, Unemployment.