



Job Description

Department: Public Safety and Emergency Management (EMA)
Position Title: Administrative Assistant
Pay Classification: P&A 04 (Entry \$20.00/hr.)
Reports To: Director of Public Safety and Emergency Management

Position Summary:

With minimal supervision, this position is responsible for day-to-day clerical operation of the County Department of Public Safety, Emergency Management office, including document preparation of complex EMA operations, and response plans and documents pertaining to Federal and State reporting requirements, and employee performance documents on behalf of the department director.

Major Duties & Responsibilities:

- Perform clerical duties ranging from general to complex in nature, which require extensive skill and ability with various word processing, spreadsheet and database management, personal computer-based equipment and software.
- Coordinate the updates for the Mercer County Hazard Mitigation Plan, the Mercer County Emergency Operations Plan, the Mercer County Hazard Vulnerability Plan and other plans.
- Serve as the Secretary of the Mercer County LEPC and coordinates and schedules meetings of the LEPC. Coordinates the distribution of minutes and Legal Notices and agendas of meetings.
- Maintain Tier II information, track invoices, bill hazardous materials facilities, and coordinate the collection of fees for the Mercer County hazardous materials program.
- Coordinate the equipment inventory for the Mercer County Department of Public Safety, including Counterterrorism Task Force, Emergency Management and 9-1-1 equipment.
- Coordinate the requirements of the Mercer County Hazardous Materials program, including the fiscal and equipment reporting requirements and compliance with PA Act 165. Completes the HMRF Grant and the Hazardous Materials Annual Report.

- Perform clerical and administrative duties, which require skills and ability with various computer and electronic-based communications systems, used in the functions of emergency management during times of preparation, warning, response and recovery of natural or man-made disasters.
- Prepare and maintain mailing lists of the municipalities, fire, police, EMS services, schools, hospitals, and business and industry, in preparation for department day-to-day and emergency response activities.
- Prepare correspondence and documentation pertaining to reimbursement of personnel costs, grant applications and emergency management plans.
- Serve as a communications link to the Director, providing information to the public regarding department functions, scheduling appointments, training activities, speaking engagements and travel reservations for departmental personnel.
- Assist the Director in the documentation required in preparation of and judicious compliance with the County budget and purchasing policies and practices.
- Serve as a Senior Administrative Assistant to the Mercer County Emergency Operations Center in time of disaster activation.

Job Requirements:

- Must attain a NIMS certification with the various classes that are required.
- EMPG requirements, including participation in three (3) exercises per year, (3) municipal “in service trainings” (1ST) and (3) State ISTs per year.
- Must complete the “professional development” series as prescribed by PEMA, currently consisting of 13 classes.
- Must comply with current standards of the “Annual Statement of Work” (ASW) as prescribed by the Pennsylvania Emergency Management Agency (PEMA).
- Assist in preparing quarterly reports for the Mercer County 9-1-1 program and the Annual Statement of Work.
- Ability to maintain effective working relationships with co-workers, administration, municipalities, police, fire, EMS, State, Federal and other officials associated with the operations of the Department of Public Safety.
- A considerable knowledge of computer networks, modern database practices and specific software applications used in the administrative office of the Department of Public Safety.
- A knowledge of Federal and State Emergency Management rules and regulations.
- A working knowledge and understanding of the County Emergency Operations Center equipment, policies, procedures and practices.
- Ability to provide oversight and assistance to subordinate employees, in specific situations, in relation to the administrative needs of EOC activation.
- Flexibility to travel and work accommodation hours as needed during emergency situations or for scheduled meetings, trainings and drills.
- Must attain certifications to meet the current requirements for EMPG and PEMA for County Emergency Management Agency personnel.

- Three years of clerical experience including one year of supervisory or office management experience.
- Equivalent combination of experience and training.
- Must be able to stand, sit, and walk at will.
- Must have the ability to engage in frequent or constant computer use.
- Must be able to bend, stoop, kneel, squat.
- Must be able to lift 20lbs on a regular basis and up to 50lbs on an occasional basis.
- Work will be primarily performed in an office environment.
- Some workdays and overnight travel will be required.

To Apply:

Please complete the standard [County of Mercer Application](#) and send a letter of interest, salary history, and your resume to the following:

Mercer County
HR Department
125 S Diamond Street, Suite 17
Mercer, PA 16137
hr@mercercountypa.gov

Applications can be submitted via USPS, e-mail, or hand delivered.

Deadline to Apply: Position Will Be Posted Until Filled