

**TUSCARAWAS COUNTY**  
 An equal Opportunity Employer  
**POSITION DESCRIPTION**

(Not for ODAS Filing)

<b>Office/Agency:</b>	Board of Commissioners	<b>Employee Name:</b>	Vacant
<b>Class/Title:</b>	Deputy Director	<b>Position Title:</b>	Planner
<b>Class Number:</b>		<b>Position Number:</b>	

<b>Dept./Div.:</b>	Homeland Security & EMA	<b>Civil Service Status:</b>	Classified
<b>Unit:</b>		<b>Employment Statue:</b>	Full-Time
<b>Reports To:</b>	Director	<b>FLSA Status:</b>	Non-exempt
<b>Pos # of Supvr.:</b>		<b>Pay:</b>	Hourly

**Qualifications:** Completion of Bachelor’s degree in Emergency Management/Emergency Planning or related field, and/or experience with Emergency Management programs and planning.

**Licensure or Certification Requirements:** Possession of valid Ohio Drivers License is required.

**Equipment Operated:** The following are examples only and are not intended to be all-inclusive. Computer, fax machine, copier, calculator, standard office equipment, and MARCS radio.

**Inherently Hazardous or Physically Demanding Working Conditions:** The employee has exposure to compounds commonly found in an office environment (e.g., toner, correction fluid, etc.) as well as possible exposure to fire, life threatening situations, and hazardous chemical spills.

This position description in no manner stated or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page (s) and the Inside Page (s) of my position description, and that I understand the contents of the position description.

\_\_\_\_\_  
 (Approval of Appointing Authority)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Employee Signature)

\_\_\_\_\_  
 (Date)

**Date Adopted:**  
**Date Revised:**

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**JOB DESCRIPTION & WORKER CHARACTERISTICS:**  
**JOB DUTIES**

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101

- 50% 1. Conducts research for planning; assists in ensuring that the County emergency plans are consistent and compatible with the regional and state emergency plan guidelines; Organize planning activities to include coordination of county agencies to ensure that the county plans promote county-wide readiness; Coordinate with non-profit groups to ensure that their plans are consistent with the county plans; Develops and Updates plans as assigned.
- 30% 2. Performs professional and administrative work, involving a wide range of technical and administrative duties as assigned. Manages Equipment Inventories as assigned. Assists with social media and community outreach. Assists in the application for, and coordination of grants. Prepares and maintains agency financial records including budgets, accounts payable and receivable; submits vouchers for payment; monitors line items; completes monthly reconciliations; and assist with accounting, when assigned.
- 10% 3. Performs a variety of secretarial and clerical tasks in order to ensure the efficient operation of the agency (prepares records, reports, and other documentation; answers telephone and grants visitors to office; processes mail; maintains databases; maintains files; inventories equipment and supplies; etc.).
- 10% 4. Participates in Hazmat exercises and works in the Emergency Operations Center during Activation
- 5. Demonstrates regular and predictable attendance
- 6. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions

**Other duties and Responsibilities:**

- 1. Works on special assignments and projects as directed.
- 2. Performs other related duties as required.

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**Minimum Acceptable Characteristics: (\*indicates developed after employment)**

**Knowledge of:** (1) Budgeting; (2) FEMA planning policies & procedures; (3) Government structure & process; (4) Safety practices & procedures; (5) Public relations; (6) Government grant programs; (7) local geographical area.

**Skill in:** (8) Computer operations; (9) use of modern office equipment

**Ability to:** (10) Define problems, collect data, establish facts, and draw valid conclusions; (11) Calculate fractions, decimals, and percentages; (12) Prepare accurate documentation; (13) Communicate effectively; (14) Gather, collate, and classify information; (15) Develop and maintain effective working relationships; (63) Travel to and gain access to work site.

**Position numbers and class titles of positions directly supervised:**

None