



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Administrative Assistant – Part Time	Opening Date: September 29th	Application Deadline: Open Until Filled	Job #: 20139
Department: Office of Emergency Management	Starting Salary: \$17.00-\$19.23/hr	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: Under the direct supervision of the Deputy Director, this position performs highly responsible, confidential administrative tasks related to the functions of the Bastrop County Office of Emergency Management. Work involves coordinating and organizing emergency management meetings; providing support to the Emergency Management Team; answering and screening calls and visitors in a sensitive and timely manner; preparing a variety of correspondence, reports and contracts. Acts as Public Information Officer for the Office of Emergency management as requested. Interacts with the media and coordinates press conferences and media events. Prepares press releases and postings on a variety of social media platforms. Produces printed and video materials for dissemination to the public. Works closely with the Emergency Management Team and other agencies in emergency situations.

General Knowledge, Skills, & Abilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications: Bachelor's degree or three (3) years' previous experiences performing administrative duties and working with the public; Prior experience or training related to emergency management or government public information is preferred; or an equivalent combination of education, training and experience.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>. A

resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to apply@co.bastrop.tx.us.

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/site/jobs>.

Job Description

Job Title: Administrative Assistant

Department: Bastrop County Office of Emergency Management **FLSA Status:** Non-Exempt

Reports To: Deputy Director – Emergency Management

SUMMARY: Under the direct supervision of the Deputy Director, this position performs highly responsible, confidential administrative tasks related to the functions of the Bastrop County Office of Emergency Management. Work involves coordinating and organizing emergency management meetings; providing support to the Emergency Management Team; answering and screening calls and visitors in a sensitive and timely manner; preparing a variety of correspondence, reports and contracts. Acts as Public Information Officer for the Office of Emergency management as requested. Interacts with the media and coordinates press conferences and media events. Prepares press releases and postings on a variety of social media platforms. Produces printed and video materials for dissemination to the public. Works closely with the Emergency Management Team and other agencies in emergency situations.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Deputy Director;

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Serves as a liaison for the Bastrop County Office of Emergency Management with other County departments, emergency response organizations within the County, public, divisions, outside agencies and contractors; receives and screens calls, visitors, mail and sensitive requests for information in a courteous and timely manner; and resolves difficult or sensitive citizen inquiries and complaints when necessary. Uses critical judgement on decisions, knowing when to handle the situation and when to include the Deputy Director or other offices.
2. Drafts press releases, new articles and public statements as requested. Produces printed and video materials for dissemination to the public.
3. Participate in monthly regional/state PIO coordination meetings, local coalition meetings and meetings deemed necessary by you and your supervisor.
4. Coordinates, organizes and prepares all items necessary for the operation of Office of Emergency Management, including researching items for the department, ensures that reports are submitted to various external agencies in a timely manner. Prepares packets and or training materials required for meetings or classes.
5. Develops and maintains a file plan, both electronic and physical, for all Office of Emergency Management records. Will inventory all records and files to ensure compliance with all requirements for the archival of records.

6. Manages and participates in the development and implementation of goals, objectives, policies, procedures and priorities for assigned programs as directed by the Deputy Director.
7. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the public.
8. Maintains confidentiality and security of all Office of Emergency Managements information and systems.
9. During an emergency will report to the Emergency Operations Center and will act as assigned by the Deputy Director.
10. Within the first year complete the following emergency management courses, IS-100, IS-200, IS-700 and IS-800. After completion of these courses the employee will complete one additional course every year after the first year towards achieving a Professional Development Series Certificate.
11. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS:

Performs other job-related duties as directed by the Deputy Director. **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential duties and responsibilities describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

The employee is considered a vital member of the emergency management team and as such will be expected to support emergency response operations. Duties may be outside of the normal work hours and office conditions.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Personal Computer skills and software, including Microsoft Office;
Professional Customer Service skills;
Principles and practices of good record keeping;
Social Media Applications including Facebook, Twitter, Instagram, NextDoor etc;
Basic auditing and accounting fundamentals;
Proper English usage, spelling, grammar and punctuation;
Data entry and retrieval;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Perform multiple tasks simultaneously;
Record and disseminate accurate information from telephone conversations and personal contact;
Prepare clear and concise reports;
Be detail oriented, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;
Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted during the job;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities;
Function in a high stress environment during emergencies and disasters.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity enough to accomplish the performance of assigned duties and responsibilities, which may include:

Handling stressful situations;
Understanding state and federal laws and regulations;
Effective interaction and communication with others;
Prepare clear and concise reports;
Making sound decisions in a manner consistent with the essential job functions.

EDUCATION, EXPERIENCE and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience:

Bachelor's degree or three (3) years' previous experiences performing administrative duties and working with the public;

Prior experience or training related to emergency management or government public information is preferred; or an equivalent combination of education, training and experience.

Licensing:

Possession of a valid Texas driver's license and possession of a vehicle for use while on duty.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.