



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET
POSITIONS AVAILABLE

JOB CLASSIFICATION TITLE: EMA EMERGENCY PLANNING
DEPARTMENT: INTERN

STARTING WAGE : \$14.00 PER HOUR

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: UNCLASSIFIED TEMPORARY
EMPLOYMENT FOR 10 WEEKS

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING MARCH 19, 2024

COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS
THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN
DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION
TO: WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN
SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: EMA Intern

Incumbent:

Class Title:

Department:	Emergency Services	FLSA Status:	Non-exempt
Agency			
Reports To:	Emergency Management Operations Manager	Civil Service Status:	Unclassified
Pay Range:	\$14 per hour	Employment Status:	Full-time
Probation:		Lunch:	Unpaid
Work Hours:	7:30 A.M. to 4:00 P.M.		

This is a temporary, ten-week intern position with Warren County Department of Emergency Services.

JOB RESPONSIBILITIES:

Under general supervision, is responsible for assisting Warren County Emergency Management Agency with various tasks, such as research, document review, and public outreach. These responsibilities may include but are not limited to: performing research for the County Hazard Mitigation Plan; reviewing incident After-Action Reports and sharing lessons learned / best practices to the department; participating in emergency operations center exercises; updating the Emergency Management Resource Guide; creating social media content for public preparedness education.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Knowledge of the types of emergency planning and services required in natural and man-made caused disasters. Skill in the use of computer with Microsoft Office or similar software. Ability to plan and manage projects; and to review and revise local emergency operations plans. Ability to foster teamwork and effectively interact with and communicate orally and in writing with state and local officials and the public.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid State of Ohio Driver's License

NIMS Required Certification acquired in the 1st month of employment.

PDS Certification acquired in the 1st month of employment.

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ESSENTIAL FUNCTIONS:

1. Perform studies of After-Action Reports and other studies at the request of manager.
2. Assist in projects related to the readiness of the county emergency operations center (EOC).
3. Assist in the updating of existing emergency plans.
4. Perform research projects related to the county Hazard Mitigation Plan.
5. Assist in the coordination of disaster planning activities.
6. Assist in the creation of social media content for public preparedness education.
7. Operate office equipment (e.g., computer, copier, calculator, etc.).
10. Demonstrate a regular and predictable attendance.
11. Maintain a valid Ohio driver's license.
12. Follow all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

OTHER DUTIES AND RESPONSIBILITIES:

1. Perform other duties as assigned by manager.

KNOWLEDGE, SKILLS AND ABILITIES: (*indicates developed after employment)

Knowledge of: agency policies and procedures; agency goals and objectives; government structure; local, state, and federal laws and regulations regarding emergency services, disaster response, recovery, and mitigation; emergency management programs and response strategies relative to natural and man-made disasters.

Ability to: communicate effectively orally and in writing; train with others in emergency response procedures and develop and conduct simulated drills and exercises to test updated plan components, identify and recommend appropriate solutions to problems (decision making); and promote, establish, and maintain effective working relations with others.

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My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Adopted: 5/9/23

Date Revised: