CLASS TITLE: EMERGENCY MANAGEMENT FISCAL ASSISTANT
CODE: 84732

MAJOR AGENCIES: BCC

CLASS CONCEPT: Under direction, assists with tasks relating to the fiscal monitoring, grant administration, and grant close-out processes, administration and development of county disaster preparedness plans, emergency operations center functions and recovery programs. Performs the material and substantial duties of the classification more than 50% of the time.

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<th>JOB DUTIES</th>
<th>MAJOR WORKER CHARACTERISTICS</th>
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<tbody>
<tr>
<td>1</td>
<td>Creates and maintains departmental fiscal records, coordinates with county and state auditors on financial programs to answer questions and prepare schedules, reconcile financial accounts, monitors sub-grantees for financial compliance, provides assistant in grants administration, prepare routine grant reports, prepares and submits cash requests for funding reimbursements, prepare annual grant close-out reports and submit to State, oversees accounts payable/receivable for department, assists with purchasing duties for department including processing purchase orders and verifying encumbrances, establishes accounts receivable entries into the Performance System, handles deposit processing, develops and maintains accounts receivable records, assists in the preparation of the department’s fiscal budget and enters budget package into Performance System.</td>
<td>Knowledge of: (emergency management*), 13. Office Practices &amp; Procedures; 14. Government Structure &amp; Process for Montgomery County, FEMA*; 17. Business; Skill in: 29. Equipment Operation (personal computer, MS Office Software); Ability to: 30b. Recognize unusual or threatening conditions &amp; take appropriate action; 30h. apply principles to solve practical everyday problems; 30i. Deal with variety of variables in somewhat unfamiliar context; 30j. Interpret variety of instruction in written, oral, picture or schedule form; 30l. Define problems, collect data, establish facts &amp; draw valid conclusions; 30r. Deal with many variables &amp; determine specific action (e.g., disaster plans); 32i. Complete routine forms; 32j. Maintain accurate records; 34f. Handle sensitive inquiries from &amp; contacts with officials &amp; general public; 34i. Resolve complaints from citizens &amp; government officials; 35b. Demonstrate agility (to move whole body quickly &amp; easily).</td>
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<td>2</td>
<td>Provides direct administrative support to department director including answering phones, maintaining calendars, attending meeting &amp; taking meeting minutes, serves on councils &amp; boards representing the department, develops filing systems and follow-up procedures, makes travel arrangements for director, provides payroll &amp; personnel services for department, assists in the delivery of emergency public information; provides research assistance regarding guidance and technical documents on emergency management, emergency preparedness and homeland security policies, procedures and processes.</td>
<td>Knowledge of: 13, 14*, 17*; Skill in: 29; Ability to: 30b, 30h, 30i, 30j, 30l, 30m, 30r, 32i, 32j, 32y. Comprehend &amp; discuss highly abstract materials (e.g., logic, philosophy); 34f, 34i, 35a. Demonstrate physical fitness; 35b.</td>
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(Performs Related Duties as Required)

(*Developed After Employment)

UNUSUAL WORKING CONDITIONS:
Work may involve exposure to impact areas, extended periods of standing or walking over rough, uneven or rocky surfaces, recurring bending, crouching, stooping, stretching, reaching or similar discomforts which require special activities, moderate risks or safety

MINIMUM CLASS REQUIREMENTS:
Valid State of Ohio driver license with acceptable driving record.
High School Diploma or GED and 1 year experience in business office operations utilizing Personal Computers and Microsoft Office software.

(Other Evidences May Be Substituted)

TRAINING & DEVELOPMENT:
Enroll & participate in emergency training as mandated by State and Federal regulations.
**CLASS TITLE:** EMERGENCY MANAGEMENT FISCAL ASSISTANT  
**CODE:** 84732  
**MAJOR AGENCIES:** BCC

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<td>Assists as needed in Montgomery County Emergency Management and Homeland Security training and exercise programs, takes and routes messages to exercise participants, answers questions from callers and participants, relays data onto message boards, routes geographical maps and displays onto audio-visual equipment, provides general office and field assistance to emergency management operations staff as needed.</td>
<td>Knowledge of: 13, 14*, 17*; Skill in: 29; Ability to: 30b, 30h, 30i, 30j, 30l, 30m. Interpret extensive variety of technical material in books, journals &amp; manuals; 30r, 32i, 32j, 32y, 34f, 34i, 35a, 35b.</td>
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(Performs Related Duties as Required)  

(*Developed After Employment)

**UNUSUAL WORKING CONDITIONS:** Precautions and may require the use of protective clothing or gear such as masks, gown, coats, boots, goggles, gloves or shields. Requires travel & absence from home for extended periods, and unusual hours during emergencies and other assignments.

**MINIMUM CLASS REQUIREMENTS:** (Including License, If Any)  

(Other Evidences May Be Substituted)

**TRAINING & DEVELOPMENT:**