

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Emergency Management Specialist**

**POSITION  
NUMBER:**

**EM1007**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under the administrative and technical supervision of the Deputy Emergency Management Director, this position works as part of the Shawnee County Emergency Management (EM) team. All duty positions in Shawnee County Department of Emergency Management will support the National Response Framework (NRF).

The specialist will assist all section leaders, coordinate volunteers, and assist in training community members in preparedness, response, mitigation and recovery.

All duties are guided by local Threat Hazard Identification and Risk Assessments (THIRA), guidance from Federal Emergency Management Administration (FEMA), Department of Homeland Security (DHS) the Kansas Division of Emergency Management (KDEM) and local guidance.

All positions must be able to pass a background check and have the ability to work with Protection of Critical Infrastructure Information (PCII), Personally Identifiable Information (PII) and information pertaining to Critical Infrastructure and Key Resources (CIKR).

This position *may* supervise volunteers to support Emergency Management team(s). Performs other duties as required. This position is supervised by the Deputy Director of Emergency Management and/or the Director of Emergency Management.

**WORK PERFORMED**

**45% Logistics Support.**

- Maintains, inventories, issues, requests, assesses needs, provides accountability and tracks resources. Including, but not limited to, vehicles and trailers, administrative support equipment, and Outdoor Warning System.
- Assists the Logistics Section Chief in repair and maintenance of the Outdoor Warning System, including ground safety and communications during maintenance operations.
- Assists the Logistics Section Chief as the primary point of contact for the county credentialing systems (identification badges). Gathers information, protects information and creates credentials for use in Shawnee County.
- Maintains and keeps tools and equipment in order. Identifies gaps and assess needs for additional equipment.

## **Shawnee County Position Description Emergency Management Specialist EMXXXX**

### **45% Administrative Assistance.**

- Assists the Deputy Director with the budgeting and payroll systems for the department. Assist with documentation for grant preparation and coordination.
- Assist with coordinating, maintaining, tracking, and preparing paperwork associated with Emergency Management programs in governmental and/or private sectors.
- Assists the Operations Section Chief as the primary point of contact for Everbridge activity. Collects information, protects information, performs data entry, and operates of the Everbridge notification system.
- Assists in information sharing and situational awareness messaging.
- Assists in development of Standard Operating Procedures (SOPs).
- Assists the Planning Section Chief in developing/delivering training and exercises that will interface with the Kansas Division of Emergency Management (KDEM), local first responders, volunteers, and other partners to meet requirements that prepare Shawnee County to meet standards and enhance resiliency. Assists in digital and document preparation for required planning activities.
- Conducts outreach and education presentations focused on preparedness and National Response Framework guidelines, National Weather Service programs, and local planning procedures.

### **10% Duty Officer.**

- Serves as a Duty Officer (during County prescribed office hours) alternately with the Director, Deputy Director, Planning Section Chief, and the Operations Section Chief to maintain the department's twenty-four (24) hour per day emergency response capability and maintain the Emergency Operations Center (EOC) at twenty-four (24) hours per day "Instant Activation" level.

## **KNOWLEDGE, ABILITIES AND SKILLS**

### **Knowledge of:**

- Shawnee County Preparedness and Emergency Operations;
- Local emergency management coordination and operational partnerships;
- Local response methodology and concepts;
- National Incident Management System (NIMS);
- Recordkeeping and procedure development;
- Modern office practices and procedures;
- Awareness of administrative equipment;
- Speed, skill and accuracy in performing a variety of technical office tasks including but not limited to word processing, database and spreadsheet software utilization;

### **Ability to:**

- Work independently;
- Prioritize and communicate task completion;
- Be operationally flexible;
- Follow verbal and written instruction;
- Communicate effectively, both orally and in writing, using the English language;
- Maintain sensitive information in strictest confidence;

**Shawnee County Position Description  
Emergency Management Specialist EMXXXX**

- Compile information and prepare correspondence, records and reports requiring familiarity with departmental activity, terminology and procedure as directed;
- Work effectively and efficiently with supervisors and other employees, and establish and maintain effective working relationships with those contacted in the course of work;
- Adapt to changing work assignments, locations and environments;
- Analyze gaps, problems, identify solutions;
- Prepare and present clear concise project reports;
- Follow all safety rules and regulations of the department;
- Familiar with grant requirements;
- Travel occasionally for continual education (with at least 30 days of notice).
- Maintain certifications and continual education.

**Skill in:**

- Providing leadership and direction to partners, participants and volunteers;
- Public speaking and presenting using modern tools and equipment;
- Ability to quickly adjust to technical and changing requirements;
- Coordinating and participate in meetings/training with volunteers and partners.

**PHYSICAL REQUIREMENTS**

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting			X		Driving			X	
Pushing/Pulling		X			Bending		X			High Elevation		X		
Climbing		X			Reaching		X			Unprotected Heights		X		
Throwing		X			Lifting		X			Around Moving Machinery		X		
<b>ARMS</b>					Carrying		X			Driving Automotive Equipment		X		
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting		X			Twisting		X			Cramped Body Position		X		
Pushing/Pulling		X			Squatting		X			Sustained Positions			X	
Carrying		X			Turning		X			Noise Levels (Excessive)		X		
Throwing		X			<b>LEGS/FEET</b>					Electrical Hazards		X		
<b>EYES</b>					Walking			X		Slippery Surfaces		X		
Near Vision			X		Standing			X		Work Above Ground		X		
Far Vision			X		Sitting			X		Work Below Ground			X	
Color Vision			X		Carrying		X			Irregular Surfaces		X		
<b>VOICE</b>					Climbing		X			Moving Objects		X		
Talking			X		Jumping		X			In High Volume Traffic		X		
<b>EARS</b>					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting		X					X		

**EQUIPMENT USED**

- |                   |                               |   |
|-------------------|-------------------------------|---|
| Personal Computer | Paper Shredder                | Various Specialized Instruments             |
| Tablet Computer   | Office Furniture              | Fully Encapsulated Protective Suit          |
| Printer           | 2-Way Radio                   | Passenger Vehicle                           |
| Telephone         | Rescue Equipment              | Various Personal Protective Equipment (PPE) |
| Fax Machine       | Breathing Apparatus           |   |
| Photocopier       | Radiation Detection Equipment |   |

## **Shawnee County Position Description Emergency Management Specialist (EM1007)**

### **MINIMUM QUALIFICATIONS**

- High School Diploma or GED
- Minimum of one (1) year experience in an emergency management position (will accept position in emergency planning, preparedness, training, response, coordination, or similar position) or related field *within* an organization,
- Verifiable experience in developing a community-wide program or other related activities.
- United States citizen.
- Valid Driver's License and eligible to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.
- No felony convictions.

*Proof of the listed minimum qualifications (i.e., HS Diploma, GED Certificate, DHS (or DHS recognized) Certificate, Driver's License, other licenses, etc.) may be required at any time during the recruitment/interview process.*

### **PREFERRED QUALIFICATIONS:**

- Participation in a NIMS and ICS organization; or health response using the Hospital Incident Command System, (*HICS*) within the last seven (7) years.
- Previous experience/certification in the Homeland Security Exercise Evaluation Program (*HSEEP*).
- Previous experience in Military, Law Enforcement, Communications, Corrections, Fire, Medical, HAZMAT, Health, Planning, Coordination, Community Outreach, Instruction, Safety or similar duty related functions.
- Spanish speaking, American Sign Language (ASL), and/or additional languages will be preferred to enhance our community outreach and support.
- Licensed currently or have the ability to obtain and retain a Commercial Driver's License (CDL) for transportation of people, equipment and specialized vehicles needed for maintenance or during a disaster response.

### **SPECIAL REQUIREMENTS**

- After a conditional offer of employment, applicant must pass a pre-employment background check, physical, and drug screen.
- Must be qualified and meet minimum requirements to work under the Emergency Management Program Grant (EMPG) within 6 months of hire.

**Shawnee County Position Description  
Emergency Management Specialist (EM1007)**

- Obtain Kansas Certified Emergency Manager (KCEM) certification within 24 months of employment.
- Required to be flexible in work schedule, situations *may* require an adjustment of hours should an event, environmental situation or emergency occur (i.e., facilitating volunteers or participating in exercises during hours of darkness or after hours) to support those operations.
- All Emergency Management positions are expected to advance and stay up to date through continual education to obtain/retain required or pertinent certifications.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Supervisor Signature/Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 06/2024  
Revision History: 05/2026