



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

---

OFFICE OF MANAGEMENT AND BUDGET

JOB CLASSIFICATION TITLE: EMA SPECIALIST  
DEPARTMENT: EMERGENCY SERVICES  
PROBATIONARY RATE: \$20.77 PER HOUR  
SCHEDULED HOURS: 24 HOURS PER WEEK  
CIVIL SERVICE STATUS: CLASSIFIED

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 FEBRUARY 25, 2025.

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) AND COMPLETE THE APPLICATION AS  
FOLLOWS: CLICK ON JOB OPPORTUNITIES THEN CLICK ON WARREN  
COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR  
DESKTOP AND EMAIL THE COMPLETED APPLICATION TO:  
[WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US) PLEASE CONTACT SUSAN SPENCER  
WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST BE ACCEPTED UNTIL POSITIONS ARE FILLED.

WARREN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

Page 1 of 3

---

**Position Title:** EMA Specialist

**Incumbent:**

**Class Title:**

---

<b>Department:</b>	Emergency Services	<b>FLSA Status:</b>	Non-exempt
<b>Reports To:</b>	Emergency Management Operations Manager	<b>Civil Service Status:</b>	Unclassified
<b>Pay Range:</b>	#13	<b>Employment Status:</b>	Part-time
<b>Probation:</b>	365 Days	<b>Lunch:</b>	Unpaid
<b>Work Hours:</b>	24 Hours/Week, Day Shift		

---

**JOB RESPONSIBILITIES:**

Under general supervision, assists with emergency preparedness outreach and training efforts coordinated by Warren County Emergency Management Agency. Outreach and training efforts may include but are not limited to: preparing for and attending community events, including National Night Out and area school's annual safety weeks; hosting and facilitating external and internal trainings to emergency management partners and the public; creating content for social media and educational handouts; and presenting to a variety of groups regarding emergency preparedness.

**MINIMUM 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:

Completion of a high school diploma or GED is mandatory. Working knowledge of the types of emergency services required in natural and man-made caused disasters within the community, and techniques of outreach and training to creating a resilient community for these events.

Preference will be given to candidates that have: completion of post-secondary education in emergency planning related subject area, and/or 1 year or more experience in a planning or research capacity; or training or work experience which evidences a comprehensive knowledge of emergency planning and a basic knowledge of budgeting, research, and government structure.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid State of Ohio Driver's License  
NIMS Required Certification (ICS 100, ICS 200, IS 700, and IS 800)  
ICS 300, ICS 400, and PDS Certification preferred.

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

Page 2 of 3

---

**ESSENTIAL FUNCTIONS:**

1. Support the coordination of public outreach campaigns and materials.
2. Assist with the development of training materials and presentations for emergency management trainings and presentations.
3. Attend public outreach events scheduled during regular work hours as well as after work hours and weekends (including but not limited to National Night Out, Kings Island Safety Days, Emergency Preparedness Expos, etc.) to represent Warren County Emergency Management Agency, answering questions and passing out literature.
4. Aid in the preparation of fact sheets, newsletters, flyers, and emergency preparedness guides, and other literature.
5. Assist in the management and development of social media content.
6. Assist in the coordination of Warren County Emergency Management Agency's training program including but not limited to the creation of a training program schedule, completion and submission of course applications, recruitment of individuals, facilitation of internal and external (Ohio EMA, TEEEX, etc.) courses, and completion of course close out items.
7. Strategize solutions and approaches to ensure the community preparedness outreach and education efforts are reaching all sectors of the Warren County community.
8. Represent the Warren County Emergency Management Agency in contact with government officials, facility coordinators, the general public, etc.
9. Develop and convey, through effective presentation skills, key ideas and concepts across a wide range of audiences, including but not limited to local elected officials, department heads, schools, youth groups of all ages, the public, etc.
10. Assist with conducting emergency response activities at the County Emergency Operations Center (EOC) when activations occur; learn and fulfill multiple roles in the EOC and support other members of the EOC team in the completing of duties, including but not limited to assist with the fulfillment of resource requests, coordinate with public officials and communities for damage reports, assist with performing damage assessments of public and private property, and maintain activity logs to document emergency and disaster events.
12. Operate office equipment (e.g., computer, copier, calculator, etc.) and departmental equipment (e.g., automobiles, trucks, vans, generators, pumps, etc.).
13. Demonstrate a regular and predictable attendance.
14. Maintain a valid Ohio driver's license.

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

Page 3 of 3

---

15. Follow all safety and health practices of the Warren County Board of Commissioners.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Perform special studies and research projects at the request of the Emergency Management Operations Manager.
2. Perform other duties as assigned by the Emergency Management Operations Manager.
3. May travel to and gain access to certain departments, jurisdictions, and areas that will assist with planning responsibilities as assigned by the Emergency Management Operations Manager or Director.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** local, state, and federal laws and regulations regarding emergency services, disaster response, recovery, and mitigation; planning, development, implementation, and assessment of emergency management programs and response strategies relative to natural and man-made disasters.

**Ability to:** communicate effectively orally and in writing using prescribed format and conforming to all rules of punctuation, grammar, diction, and style; 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); promote, establish, and maintain effective working relations with others while fostering teamwork; effectively interact with and communicate with local officials and the public; create engaging content for social media; attend after hour events and weekend events; and comprehend a variety of reference books and manuals, relevant federal and state laws, department guidelines and policies, and Ohio Revised Code.

---

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: 2/25/2025

Date Revised: