

Emergency Management Administrative Assistant

Salary: \$24,000- \$26,500

Job Summary:

The Emergency Management Administrative Assistant provides administrative and operational support to the Emergency Management Department. This position is responsible for coordinating office activities, maintaining records, assisting with emergency preparedness and supporting emergency response and recovery operations. The Administrative Assistant serves as a key point of contact for department staff, partner agencies, and the public while ensuring efficient daily office operations.

Essential Duties and Responsibilities

- Provide administrative support to the Emergency Management Director\Deputy Director and department staff.
- Answer telephone calls, respond to emails, greet visitors, and direct inquiries appropriately.
- Maintain confidential records, emergency plans, personnel files, and department documentation.
- Assist with the coordination of emergency preparedness programs, exercises, and community outreach events.
- Track department budgets, purchase orders, invoices, and office expenditures.
- Assist in maintaining emergency contact lists, resource databases, and response documentation.
- Support Emergency Operations Center (EOC) activation by performing administrative duties during emergencies and disasters.

Knowledge, Skills, and Abilities

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to work independently and as part of a team.

Minimum Qualifications

- Must be 21 years of age. High school diploma or GED required.
- Valid driver's license may be required. Pass a background check and drug screening.

Physical Requirements

- Ability to travel for meetings, training, conferences and emergency response activities.
- May be required to work evenings, weekends, holidays, and extended hours during emergencies, disasters, or Emergency Operations Center activations.

Work Environment

Work is primarily performed in an office setting but may require deployment to emergency operations centers, disaster sites, shelters, or field locations during emergency incidents. This position may be designated as essential personnel and is expected to report during emergencies when required.

**** Applicant can apply at Adams County Emergency Management Office, 201 South Wall Street, Natchez, MS 39120****