

FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS

OFFICE ADMINISTRATOR & SPECIAL NEEDS COORDINATOR POSITION

POSITION: Office Administrator & Special Needs Coordinator
CLOSING DATE: Thursday, May 14, 2020
CONTACT PERSON: Pamela Brownell, Emergency Management Director
28 Airport Road
Apalachicola, FL 32320
850-653-8897, Ext. 100

ANNUAL SALARY: \$25,000.00 (Benefits after 90 Days)

JOB DUTIES/REQUIREMENTS: Attends to the public visiting the Department. May perform receptionist duties (i.e. give/receive information regarding Department operations; answer questions regarding programs). Maintains department files and records; compiles and prepares reports and other data from such records; maintains EM Website & social media; sends messages through Alert Franklin, processes PA claims through FEMA while maintaining documents needed to process these claims; maintains and processes grant reports primarily but not limited to EMPA, EMPG, & COUNTY. Screens and routes incoming mail, correspondence and other work-related materials to appropriate departmental personnel according to content of communications. Attends meetings and conferences as required by the Director; makes presentations and represents the department appropriately; takes/transcribes minutes. May perform secretarial duties for the department (i.e. type and/or compose correspondence, reports, statements, forms, and other materials; schedules and coordinate arrangements for meetings conferences and workshops). Maintains contact with field personnel regarding departmental work responsibilities, activities, deadlines, etc. Processes, sorts, reviews for accuracy, and files various documents in accordance with established procedures, systems and routines; maintains office records relating to accounts, inventories, time and attendance records, payrolls, etc. Develops and maintains the special needs roster and the Transportation Disadvantaged Evacuation programs. Must have excellent communication skills, be able to handle confidential records, able to multi-task, be a self-starter, and able to work in a stressful environment. Must be able to develop and maintain Emergency Management website using website development application software. Additional duties may be assigned by the Emergency Management Director. **Must be available and prepared to respond to any emergency/disaster or potential emergency, twenty-four (24) hours a day, seven (7) days a week if the Emergency Management Office is activated.**

DEADLINE: Thursday, May 14, 2020 by 4:30 PM.

Applications can be obtained from the following location:
Or Online: www.franklincountyflorida.com/jobpostings.aspx

Franklin County Emergency Management
Attn: Pamela Brownell
28 Airport Rd, Apalachicola, FL 32320
850-653-8977, Ext. 101

“An Equal Opportunity Employer”
“A Drug Free Workplace”

PUBLISH DATES: Thursday, April 30, 2020
Thursday, May 7, 2020