



Kewaunee County
Executive Committee Meeting
AMENDED AGENDA

November 6, 2023 6:00 p.m.
Conference Room
County Administration Building, 810 Lincoln Street,
Kewaunee

1. Call to Order
2. Roll Call
3. Approval of November 6, 2023 Agenda
4. Approval of October 2, 2023 Minutes
5. Public Comment
6. Consider Recommendation from Interview Subcommittee to contract with Public Administration Associates, LLC to Search for County Administrator Applicants. (PAA)
7. Meet by Zoom with PAA Representative Jon Hochkammer to discuss details of County Administrator search process.
8. Administrator's Report
 - a. Personnel Report
9. Approve Updated Emergency Management Assistant Job Description
10. Approve Filling Vacancies
 - a. Highway Commissioner
 - b. Emergency Management Assistant
11. Next Meeting
12. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.



EMERGENCY MANAGEMENT EMERGENCY MANAGEMENT ASSISTANT

Characteristic Work of the Position

Nature: Under the direction of the Emergency Management Director, provides administrative functions and provides the clerical support for the operation of the Emergency Management Department. Assists in planning and preparation for present and future programs, projects, and goals. Position is partfull-time.

Essential Duties and Responsibilities

Administrative Functions

1. Creates and prepares correspondence, news releases and reports.
2. Assists in the development of budget. ~~Makes~~ Prepares bill payment authorizations and assures that all expenses and revenues are assigned to correct accounts.
3. Open and sorts mail; interacts with public and other private/public staff on telephone and in person; maintains filing system; orders and ~~monitors~~ maintains equipment, dosimetry and office supplies for the department.
4. Assists with the testing and maintenance of computers, handheld monitors, portal monitors, radios and sirens, tracking problems and scheduling maintenance.
5. Maintain office in the Emergency Management Director's absence.
6. Update and maintain agency website, office Facebook and twitter page.
7. Maintain Tier Two inventory information and related records pursuant to Emergency Planning Community Right to Know Act (EPCRA).
- ~~8. Maintain inventory of supplies and equipment. (1%: .75/.25)~~
8. Assist with the updates and monitoring of the Wisconsin Emergency Management required "Plan of Work Document" within the grant period which includes two separate grants: Emergency Management Performance Grant (EMPG) and Emergency Planning and Community Right-to-Know Act (EPCRA).
9. Assists with Public Safety and Justice Committee meetings with records of accurate meeting minutes ~~and emails to County clerk for proper publication.~~
10. Assists in distributing Emergency Management planning documents ~~throughout the County.~~
11. Assist with plan updates to Kewaunee County Strategic Plan, County Emergency Operations Plan, Off-site Facility Plans and municipal plans. Attend meetings, trainings, and seminars as they relate to emergency activities.
12. Updates emergency operation plan phone list ~~contact information~~ on a quarterly basis.
- ~~12-13.~~ Assist in process of open records requests.
- ~~13-14.~~ Performs other related duties as may be assigned.

Planning Functions

1. Assists Local Emergency Planning Committee (LEPC) with off-site plan development and updating of same. Responsible for preparing agendas, reservation of meeting venues and mailings. Assists with preparations for LEPC exercises.
2. Assist in continued development of Integrated Preparedness Plan Workshop and assists in updates to Integrated Preparedness Plan.
3. Support the facilitations of exercises to include completing required documentation dictated by the Homeland Security Exercise and Evaluation Program (HSEEP)

- ~~2.4.~~ Assists with preparations for ~~biennial~~ nuclear plant emergency plan exercise with Point Beach Nuclear Plant, assisting with preparation of facilities, supplies and equipment before and after exercise.
- ~~3.5.~~ Assists with preparations for application and close-out paperwork on various grants in E-Grants to include: Computer and Hazmat Grant, Emergency Management Planning Grant (EMPG), Emergency Planning and Right-to-Know Act (EPCRA); as well as other grant applications alternate grant applications.
- ~~4.6.~~ Assist with development of public awareness and educational outreach.
- ~~7.~~ Assists and coordinates all set-up involved in exercises, meetings, training and other gatherings.
- ~~8.~~ Perform weekly mass emergency communication tests
- ~~9.~~ Assist with monthly communication tests
- ~~5.10.~~ Assist with trainings of communication platforms

Emergency Operations

- 1. Assist in the opening and closing of the Emergency Operations Center (EOC) if activated. (~~2.5%: 2.25/.25~~)
- 2. Perform duties of Operations Officer in the EOC. (~~2.5%: 2.25/.25~~)

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Qualifications:

Essential Knowledge and Abilities

- 1. Must be able to complete Level 1 of the Wisconsin Emergency Management Certification Program within two years of employment. Requires some travel to complete.
- ~~1.2.~~ Ability to work with numbers with a high degree of accuracy
- ~~2.3.~~ Basic bookkeeping knowledge to include preparation of bill authorizations
- ~~3.4.~~ Ability to proficiently use office equipment including computer, telephone, fax, copier, scanner, and calculator
- ~~4.5.~~ Ability to learn to use siren system software, dosimeters/chargers, and hand held radio
- ~~5.6.~~ Ability to organize and schedule work efficiently to complete tasks
- ~~6.7.~~ Ability to effectively communicate program information to the public either on the phone or in person
- ~~7.8.~~ Working knowledge of social media platforms
- ~~8.9.~~ Ability to operate a computer and to keyboard at a reasonable rate of speed. Familiarity with Windows 10, Microsoft Word, Excel, and PowerPoint
- ~~9.10.~~ Ability to understand and follow directions ~~as required~~, either verbally or written
- ~~10.11.~~ Skill in formatting and designing news releases, reports, and letters
- ~~11.12.~~ Skill in multi-tasking
- ~~12.13.~~ Ability to organize meetings, training sessions and exercises
- ~~13.14.~~ Maintain confidentiality
- ~~14.15.~~ Ability to work independently or with limited supervision and exercise good judgement
- ~~15.16.~~ Ability to work flexible hours if necessary to accommodate meetings, trainings or other out of office tasks
- ~~16.17.~~ Ability to remain calm and function effectively during emergencies or rapidly changing activities
- ~~17.18.~~ Ability to obtain a passing score on a ~~typing test and~~ written/computer-based general aptitude exams.

Training and Experience

Graduation from High School or GED equivalent

Three ~~years~~ years' clerical experience working in an office environment

Strong math and computer skills required

Physical Demands

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend, ascend/descend stairs, and ~~lift~~-lift moderately heavy (25-30 pound) objects. Performance of tasks involves mainly inside, protected from weather conditions. Working under extreme temperature exposure to atmospheric conditions in a physically confined worksite are present only in unusual situations. The physical demands described here are generally representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with a disability to perform the essential functions while performing the duties of this job.

Other Requirement

Must have the capacity to freely move in the community, such as through possession of a valid driver's license or other means, including access to a vehicle.

Kewaunee County is an Equal Opportunity Employer

Emergency Management Assistant

Emergency Management Director

Revised October 2023