

FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS

SPN Coordinator/Office Administrator

POSITION: SPN Coordinator/Office Administrator
CLOSING DATE: Friday, February 10, 2023
CONTACT PERSON: Jennifer Daniels, Director
Franklin County Emergency Management
28 Airport Road
Apalachicola, FL 32320
850-653-8977, Ext. 2

ANNUAL SALARY: \$29,859.84 (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: Friday, February 10, 2023, by 4:30 p.m.

Applications can be obtained from the following location:

Or Online: www.franklincountyflorida.com/jobpostings.aspx

Franklin County Emergency Management
Attn: Jennifer Daniels
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“An Equal Opportunity Employer”

“A Drug Free Workplace”