

STAFF ASSISTANT (ODES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class is responsible for administrative and support functions in the Office of Disaster and Emergency Services (ODES). This position assists the Director of ODES with material and property procurement and in organizing and coordinating civil defense forces in emergency and recovery operations, particularly radiological emergencies. Supervision may be exercised over clerical personnel regarding materials management processes. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares and submits vouchers for radiological emergency materials;

Participates in organizing and training County and municipal civil defense organizations for radiological emergency preparedness;

Assists in the approval and auditing of claims and contracts presented for payment of material;

Inspects and maintains radiological emergency preparedness inventory in keeping with State and Federal guidelines, e.g., radiological survey and detection instruments;

Works with other County Departments (Health, Transportation and WCMC) to maintain county stocks of emergency materials, equipment and supplies such as potassium iodine (KI) tablets and sandbags;

Establishes liaisons with the Four County Nuclear Safety Committee, other public and voluntary organizations to dispense information and/or supplies for radiological emergencies;

Consults with department staff regarding all aspects of the REP program;

Compiles and prepares statistical data to provide and maintain information for departmental reports on radiological materials management;

Responds to inquiries related to the REP Program;

Assists in the preparation of the annual budget of the ODES Program;

Provides technical assistance regarding materials management to ensure efficient operation of the ODES Program;

Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of goals, policies and procedures used in disaster relief programs, particularly radiological emergencies; familiarity with civil defense administration; familiarity with practices and procedures used in keeping of financial records; ability to perform mathematical calculations accurately and quickly; ability to plan and direct the work of others; ability to establish and maintain effective working relationships with a wide variety of people; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and either (a) an Associate's Degree* and one year of materials management experience including ordering and purchasing; or (b) three years experience in materials management as in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SUBSTITUTION: College education may be substituted at the rate of 30 credit hours for one year of experience up to two years; no substitutions for the one year of specialized experience.