

## **Job Description: FEMA Assistant**

**Class No. 306**

**EEOC Category: Office/Clerical**

**Pay Group: 13**

**FLSA: Non Exempt**

### **SUMMARY OF POSITION**

Performs professional oversight of compliance and administrative functions for Public Assistance (PA) grants administered by the Texas Department of Emergency Management (TDEM) and the Federal Emergency Management Agency (FEMA). Assists TDEM and FEMA personnel during the close-out audit process.

### **ORGANIZATIONAL RELATIONSHIPS**

Reports to: County Auditor/ Commissioner's Court

### **ESSENTIAL DUTIES**

- Establish procedures and essential duties for the position of FEMA Assistant when position was created due to OIG/FEMA audit.
- Works closely with TDEM and FEMA personnel to provide any assistance necessary to complete the audit process.
- Tracks and reviews all expenditures related to PA grants.
- Prepares and files PA Quarterly Project Review.
- Prepares and files Project Completion and Certification Report (P.4) upon completion of project.
- Prepares and files Claim Summary when project is complete and ready to begin the audit process.
- Prepares and files Time Extension Request when necessary.
- Reviews Project Worksheets for compliance.
- Maintain files for all Project Worksheets.
- Coordinates meetings between TDEM/FEMA and other county offices when necessary.
- Coordinates with TDEM in the training of county employees in FEMA procedures.
- Obtain certifications necessary to perform job duties.
- Reviews and researches any changes in FEMA PA program guidelines and/or federal regulations.
- Communicates accordingly with attorneys, engineers, contractors and local governmental entities.
- Works with outside auditors on PA grant expenditures and revenue for annual audit.
- Attend seminars, briefings and other related training sessions to enhance knowledge/skills and to stay current with state and federal requirements.
- Attends Commission's Court as needed.
- Assists County Auditor's Office when requested.
- Assists County Office of Emergency Management when requested.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of: County, State and Federal government practices and procedures; and current secretarial, clerical, and bookkeeping principles and practices.

Skill/Ability to: Interpret and carry out office policies, regulations and procedures; operate computers utilizing word processing and database software programs; type at least 60 words per minute with a high degree of accuracy; maintain accurate office files and records; utilize correct business English, spelling, punctuation and arithmetic; utilize standard office equipment including typewriter, adding machine, fax, copier, etc.; work well with interruptions; and establish and maintain effective working relationships with other county officials or employees, other governmental agencies and the general public.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

High school graduate, or its equivalent, plus at least two years secretarial experience;

Or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

None.