



**JOB OPPORTUNITY #: 906-2702**  
**ADMINISTRATIVE COORDINATOR**  
**EMERGENCY MANAGEMENT**

**Responsibilities:** Provides administrative support for the department; answers phones, sorts mails, and responds to inquiries as appropriate; provides customer assistance; schedules meetings and appointments for Emergency Management personnel; prepares correspondence and reports; take minutes at meetings. Performs research and data analysis as requested by Emergency Management personnel. Researches and provides reference information related to technical studies in homeland security and/or disaster and emergency planning and recovery services. Researches and provides reference information related to homeland security and/or emergency services grant availability. Assists in the preparation of reports, documents, or other technical materials. Assists in the preparation of educational materials, including PowerPoint. Proofreads and edits documents of Emergency Management personnel. Performs accounting duties related to department budget; prepares purchase orders and payment requisitions; balances budget statements; processes budget revisions, amendments, and journal entries; processes reimbursement requests.

**Status:** Full Time, Non-exempt, Benefited

**Working hours:** 8:00 am – 5:00 pm, Monday – Friday

**Qualifications:** High School Diploma or GED; two years clerical experience; two years financial experience; ability to type 50 wpm.

**NOTE:** A criminal background check including a national fingerprint check through law enforcement agencies and a drug test will be conducted on all successful applicants prior to their being appointed to this position.

**Starting Hourly Pay Range:** \$15.57 - \$16.54

**Deadline for Application:** Applications will be accepted until the posting is removed.

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Apply online at [www.showmeboone.com](http://www.showmeboone.com) or call (573) 886-4128 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to [www.showmeboone.com](http://www.showmeboone.com).

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