



SHELBY COUNTY
INDIANA

Shelby County Government
25 W. Polk Street Rm. 226
Shelbyville, IN 46176
www.co.shelby.in.us

VACANCY

*Interested applicants must submit a resume **via email** to:
Human Resources at dcCook@co.shelby.in.us

DATE: May 16, 2025

POSITION: Deputy

DEPARTMENT: Emergency Management

HOURS: 35 hours weekly, Monday–Friday 8 am – 4 pm or as assigned

DUTIES: See position description below

REQUIREMENTS: See position description below

PAY RATE / CLASSIFICATION: \$23.15 hourly / Comot 1

BENEFITS: Medical, Prescription, Health Savings Account, Employee Assistance Program, Dental, Vision, Basic Life, and PERF retirement will be available after applicable waiting periods per plan documents. Aflac voluntary benefits are also available. Vacation, Sick, Personal, Bereavement, Holidays, and New Parent Leave, per county handbook.

POSITION BEGINS: June 30th, 2025

APPLICATION DEADLINE: Open until filled.

All applicants considered for hire must obtain a criminal history background check and drug screen. If selected for an interview, additional information will be provided at the time of the interview. Equal Opportunity Employer

POSITION DESCRIPTION IS ON THE NEXT PAGE

**POSITION DESCRIPTION
COUNTY OF SHELBY, INDIANA**

POSITION: Deputy
DEPARTMENT: Emergency Management
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT 1

STATUS: Full-time

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Shelby County provides reasonable accommodations to qualified employee and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as EMA Deputy for the Emergency Management Department, responsible for assisting in planning, administering, and maintaining emergency response procedures for the duration and aftermath of disasters within the county and maintenance/programming of first responder radios.

ESSENTIAL DUTIES:

Assists in the development, implementation, and updating of emergency response procedures/plans.

Maintains and programs first responder radios and troubleshoots for any repairs and updates.

Assists in grant management.

Works with local government agencies and community organizations in reviewing and updating various plans.

Assists EMA Director regarding emergency management matters and procedures.

Participates in emergency management trainings, workshops, and conferences as assigned.

Assist in coordinating emergency awareness drills/training programs for volunteers and emergency service personnel.

Fills in at speaking presentations and distributes materials to various community groups.

Assist in overseeing inventory and equipment.

Coordinates activities during declared emergencies, maintaining communication with volunteers, emergency personnel, local, state and federal authorities, and activating outdoor warning sirens as appropriate. Assists in coordinating field operations at emergency sites.

Applies for and administers State and Federal grants.

May assist with submitting State Emergency Management Agency reports.

Attends annual training sessions as required.

Performs related and/or other duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High School diploma or GED and Public safety experience is preferred.

Ability to complete annual state training/certification requirements. Working knowledge of and ability to make practical application of county geography and streets/roads, weather patterns, disaster planning, hazardous materials, natural disasters, and fire, police, and emergency medical services.

Possession of or ability to obtain and maintain required certifications and successfully complete annual state training/certification requirements.

Thorough knowledge of and ability to make practical application of local, state, and federal emergency management regulations, and policies and procedures during varied situations.

Thorough knowledge of and ability to ensure proper maintenance of department equipment including first responder radios for the county.

Working knowledge of and ability to make practical application of county, geography and streets/roads, weather patterns, disaster planning, hazardous materials, natural disasters, and fire, police, and emergency medical services.

Working knowledge of and ability to make practical application of grant preparation and administration and prepare reports as required.

Working knowledge of first responder radios and able to program, troubleshoot, and maintain certification of maintenance on radios.

Knowledge of standard English grammar, spelling and punctuation, and ability to complete and submit State Emergency Management Agency reports.

Ability to direct assigned volunteers. Ability to plan and layout assigned work projects.

Ability to effectively communicate during routine and emergency situations with co-workers, volunteers, local, state, and federal emergency service personnel, law enforcement personnel, and members of the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to work rapidly for long periods and work alone and with others in a team environment with minimum supervision.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to understand, memorize, retain, and carry out written and oral instructions, and present findings in oral or written form.

Ability to serve on 24-hour call and respond swiftly, rationally, and decisively to emergency situations from off-duty status, and travel out of town for meetings and training, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs standard, recurring duties according to general office policies, with priorities determined primarily by supervisor, service needs of the public and seasonal deadlines. Work is periodically reviewed upon completion for adherence to instructions/guidelines. Errors in incumbent's work are usually prevented through prior instructions from supervisor and are detected through standard bookkeeping checks. Undetected errors may result in loss of time for correction and/or inconvenience to other departments, agencies, or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, volunteers, local and state emergency management personnel, fire and law enforcement personnel, and members of the public for the purpose of exchanging and explaining information.

Incumbent reports directly to county EMA Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a variety of settings, including a standard office environment, garage, outdoors and in a medical setting, which may involve sitting for long periods, sitting and walking at will, walking/standing for long periods, walking on uneven terrain, close vision and hearing sounds/ communication, handling/grasping/fingering objects. Emergency operations may occasionally involve crawling in confined areas or through small openings, climbing over obstacles, working in high places, pushing/ pulling/lifting/carrying objects weighing more than 50 pounds, crouching/ kneeling, bending, reaching, far vision, depth perception, strenuous physical effort, and exposure to inclement weather, downed trees and electrical lines, noise, toxic chemicals, fumes and fires, for which safety precautions must be followed at all times to avoid injury to self and others.

The above position description is not to be construed as an exhaustive list. Other duties associated with the position may be assigned.