

Columbus Consolidated Government

Emergency Management Specialist G118

SALARY	\$18.99 Hourly	LOCATION	Columbus, GA
JOB TYPE	Full-Time Regular	JOB NUMBER	2025-00000130
DEPARTMENT	HOMELAND SECURITY	DIVISION	HOMELAND SECURITY
OPENING DATE	03/11/2025	CLOSING DATE	Continuous

Major Duties and Responsibilities

This position will be responsible for administrative support duties including payroll, purchasing, bids, grant applications, grant reporting, grant closeout, advantage applications, and more. This position will also be responsible for assigned emergency preparedness, response, recovery, and mitigation projects and incidents.

- Create and maintain the department filing system.
- Compile, calculate, and maintain department payroll records.
- Administrative and Clerical work (Purchasing, Obtaining price quotes, payroll).
- Creating/updating emergency management-related plans and procedures.
- Emergency Preparedness activities to include response, and helping run the EOG.
- Monitoring for severe weather, emergencies, and more.
- Must be able to perform specific duties for daily operations but will also be given specific projects that will almost always have important deadlines.
- Performs other related duties as assigned.

## Knowledge, Skills and Abilities

- Knowledge of the principles, practices, methods, and techniques of personnel administration.
- Knowledge of federal, state, and local laws, rules, and ordinances governing personnel activities.
- Knowledge of basic bookkeeping and accounting practices.
- Knowledge of the methods and techniques of research, statistical analysis, and report presentation.
- Knowledge of office administration practices and procedures such as letter writing and the operation of standard office equipment.
- Skill in using computers and various software programs.
- Skill in analyzing and resolving problems.
- Skill in investigating, compiling, and summarizing a variety of informational and statistical data.
- Skill in using databases and spreadsheet programs.
- Skill in maintaining confidential and sensitive information.
- Skill in interpersonal relations.
- Skill in oral and written communication.

## Minimum Educational and Training Requirements

Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with a high school education. Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years. Must have a state-issued Driver's License, the ability to obtain a Class B Commercial Driver's License, and the ability to obtain a Georgia Basic Certified Emergency Manager's Certification within two years. Any emergency preparedness training, Certified Emergency Manager certification is a plus.

This position will work during normal business hours but will also be on-call and expected to respond as needed for emergencies. This position may also be required to work after hours and on weekends for special events, emergencies, or disasters. This position may at times be asked to present on emergency preparedness for events, classes, and presentations, so this person must be able to comprehend and clearly relay information to a small or large group of people. Although this position does work in the office for much of their time, there will be times in which they will be dealing with emergencies including resource requests, updating resources, and communicating with first responders and partners. This position will do many tasks on a computer but may also be tasked with assignments outside of the office.

## Physical Requirements

The work is typically performed while sitting at a desk or table with intermittent standing, stooping, walking, bending, or crouching. The employee must occasionally lift light and heavy objects. Additionally, the following physical abilities are required:

- Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.
- Feeling – perceiving attributes of objects by touch with skin, fingertips.

- Handling – picking, holding, or working with whole hand.
- Hearing 1 – perceiving sounds at normal speaking levels, receive information.
- Hearing 2 – receive detailed information, make discrimination in sound.
- Kneeling – bending legs at knee to come to rest at knees.
- Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.
- Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.
- Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.
- Reaching – extending hands or arms in any direction.
- Repetitive Motion – substantial movements of wrists, hands, fingers.
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.
- Standing – for sustained periods of time.
- Talking 1- expressing ideas by spoken word.
- Talking 2 – shouting to be heard above ambient noise.
- Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.
- Visual Acuity 2 - color, depth perception, field of vision.
- Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.
- Walking - on foot to accomplish tasks, long distances, or site to site.

The work is typically performed in an office, library, or computer.

## Benefits

**The Columbus Consolidated Government is proud to offer an exceptional compensation and benefits package. Benefits include the following:**

- Low-cost Medical Insurance
- Prescription Drug Plan
- Dental Plan
- Vision Plan
- Flexible Spending Accounts
- Life Insurance
- Supplemental Life Insurance
- Long Term Disability
- Credit Union
- Direct Deposit
- 12 Paid Holidays
- Vacation Leave
- Sick Leave
- PERK Time Off
- Retirement Plan
- Supplemental Retirement Plan
- Free and Discounted Services
- Employee Assistance Program

**Take advantage of these free and discounted City Services offered to all City Employees.**

- Discounted Movie Tickets
- Free Notary Services
- Ride a Metra Bus for Free
- Free Mulch
- Free Fire/Safety Home Inspection
- Sunray Cleaners discounts
- Adopt a pet for Free from Animal Control
- Driver's Training for Employee Dependents
- Oxbow/Bull Creek Golf Course discounts
- River Center Discounts
- Cell Phone Carrier Discounts

**Retirement Plan**

The Columbus Consolidated Government offers a defined benefit retirement plan to eligible employees who work in General Government and in Public Safety. Employees in the pension plan must meet both age and years of service requirements to qualify for retirement. The current vesting period is ten years, and the current pension contribution rate is 8% of your gross salary.

**Supplemental Retirement Plan**

The Columbus Consolidated Government offers a Deferred Compensation Plan or supplemental retirement plan that is tax deferred. This plan allows employees to contribute a portion of their salary, before federal and state taxes, to a retirement account. Your compensation is more than a paycheck, it allows you to plan for your financial future as well.

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**Employer**

Columbus Consolidated Government

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1111 1st Avenue  
Columbus, Georgia, 31901

**Phone**

706-225-4059

**Website**

<http://www.columbusga.gov/HR>

