



## CITY OF MESQUITE

### JOB DESCRIPTION

**JOB TITLE:** Project Administrator – Emergency Management Intern

**JOB NO:** AS003116

**JOB FAMILY:** Administrative/Specialist

**FLSA:** Non - Exempt

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

#### **GENERAL SUMMARY**

Under the close supervision and mentorship of professional staff, as part of an established internship program, undertakes one or more assigned activities and/or projects of fixed duration requiring a high degree of knowledge and skill within a defined area of professional, administrative, or technical specialty. The Emergency Management Project Administrator assists in the administering and managing of DHS grants. This individual is also responsible for providing support in the development, implementation, coordination, and maintenance of emergency preparedness, response, recovery, and mitigation plans, exercises, procedures and programs to the Mesquite Office of Emergency Management.

#### **SUPERVISION**

General supervision is provided by the Department Manager and/or Director.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Works with and under consultation of senior staff to develop a new project or to develop aspects of existing projects, as appropriate to the program.
3. Assists in the planning of assigned project activities.
4. Uses specialized knowledge and skill to carry out and complete project activities; works with staff to analyze results.
5. Performs miscellaneous job-related duties as assigned.
6. Assists Office of Emergency Management with development and implementation of ongoing projects.
7. Assist the Office of Emergency Management in the maintenance of grants.

#### **OTHER DUTIES AND RESPONSIBILITIES**

1. Maintain computer database records for data files.
2. Provide administrative support to upper level administrative, support, and professional staff in the completion of their duties and responsibilities.
3. Participate in a variety of activities involving travel between various City facilities and to other related external business and government agencies.

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION**

Bachelor's degree in field related to internship and enrolled in a master's degree program with an accredited university.

### **EXPERIENCE**

No experience necessary.

### **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

## **COMPETENCIES**

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Highly developed working knowledge and skills within a defined area of professional/technical specialty.

Proper public contact and telephone etiquette.

Modern office procedures, methods and equipment including computers and associated equipment.

Various types of software packages and applications (including Microsoft Word, Excel, PowerPoint and Access).

English usage, spelling, grammar and punctuation.

Business letter writing and report preparation.

Principles and procedures of record keeping.

Knowledge of emergency management principles and concepts as well as the four phases of Emergency Management (Mitigation, Preparedness, Response and Recovery)

### **Skill in:**

Preparing reports, graphs and spreadsheets.

Performing analysis on a wide variety issues.

Operating a variety of office equipment including computers.

### **Ability to:**

Tactfully respond to requests and inquiries from managers, employees and the general public.

Perform assignments as directed and in a timely fashion.

Conduct advanced research regarding a variety of topics.

Perform multiple tasks simultaneously, capability to learn quickly, capacity to work independently, and to research a variety of information.

Communicate clearly and concisely both orally and in writing.

Establish and maintain cooperative working relationship with those contacted in the course of performing assigned duties.

Pass a medical physical examination and drug screen.

Meet the City's driving standards.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- *frequently required to stand, sit, and walk for extended periods of time*
- *occasionally lift and carry objects weighing up to 24 lbs.*

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

**DATE ISSUED: September 2005**

**REVISION DATE:**