EXAMPLES OF TYPICAL TASKS FOR SLO COUNTY OES

EMERGENCY SERVICES AIDE POSITION

Please read the information contained in the link titled for additional context related to this listing of tasks) :

- Standard Operating Procedure word processing – a high degree of proficiency with MS Word is of key importance to this task, and the job overall
- Standard Operating Procedure maintenance, tracking and distribution under the direction of Emergency Services Coordinators
- Basic field equipment maintenance, operational checks, distribution and inventory
- Database management
- Maintenance of emergency resource lists and emergency contact lists
- Credentialing, badging (developing ID cards) and maintenance of emergency worker databases
- Assist with emergency facility readiness - Testing and inventorying of equipment and documentation at emergency facilities to assure the facilities are immediately operational during emergencies
- General office tasks to include filing, ordering office supplies, office equipment maintenance, office organization, taking minutes, calendaring, document management systems, reprographic services, etc
- Customer service/public interface - Professional and courteous interface with a wide variety of individuals in government as well as with members of the public. Occasionally the Emergency Services Aide will assist the Administrative Office with front/reception desk coverage, which is also the reception desk for the Board of Supervisors.
- Timely and accurate maintenance of records – such as training course attendee tracking and taking inventories, that is essential for regulatory compliance
- Assist with exercise/emergency drill preparation under the direction of Emergency Services Coordinators.
- Participation in exercises and emergency drills
- Assist with maintaining budget, claims, invoices and other financial documentation related to grants and reimbursements
- Entry and expense/revenue/invoice tracking using the County's Enterprise Financial Management System
- Interagency coordination - Must be capable of working with multiple organizations and disciplines

1. Website and social media maintenance and updates
2. Response to actual emergencies during Emergency Operations Center activations