GEAUGA COUNTY
BOARD OF COMMISSIONERS

Carolyn Brakey, Esq. James W. Dvorak Ralph Spidalieri

12611 Ravenwood Drive, Suite 350 • Chardon, Ohio 44024

JOB OPPORTUNITY #1713
Posted on Friday, October 23, 2026 until filled

Position: Finance/Administrative Coordinator
Department: Emergency Management Agency (Geauga County)
Pay Grade: 10E (Classified: Exempt from overtime)
Compensation: $23.94/Hr. Excellent Benefits Package

Definition: Under the general direction of the EMA Director, the Finance/Administrative Coordinator provides high-level administrative and fiscal support to the Emergency Management Agency. The Finance/Administrative Coordinator serves as a primary point of contact for financial and administrative matters and supports emergency operations through coordination of communications, fiscal processing, records management, and office administration. The Finance/Administrative Coordinator manages the financial and administrative functions within the Incident Command System. Performs related duties as required and all other duties as assigned.

Key Responsibilities:

40% Office Administration and Strategic Communications

- Act as a receptionist and primary point of contact for the Emergency Management Agency, responding to inquiries from the public, elected officials, department heads, and external agencies.
- Coordinate agency communications, including receipt, routing, tracking, and retention of correspondence and official documents.
- Maintain the agency's website and social media platforms, ensuring timely posting of relevant emergency information and updates.
- Oversee daily office operations, including procurement and organization of equipment and supplies, and coordination of meeting scheduling and logistics. Conduct annual office asset and supply inventory.
- Provide administrative and operational support to the Director and Deputy Directors.
- Maintain official agency files and records in accordance with retention requirements.

40% Finance and Grant Management

- Perform and monitor fiscal activities related to Accounts Payable and Accounts Receivable, including processing vouchers, pay-ins, and billing transactions.
- Maintain electronic fiscal records and monitor payment activity to ensure accuracy, compliance, and proper documentation.
- Provide payroll processing and assist with fiscal reporting and documentation as directed.
- Submit required documentation for grants and fiscal reports, including end of year grant reporting to the Geauga County Auditor.

10% Continuity of Operations

- Assume the Operations and Logistics Management duties of the Deputy Director- Operations in their absence.
- Assume the Planning and Training Management duties of the Deputy Director- Preparedness in their absence.

10% Emergency Operations

- Serve as Administrative Secretary in the Emergency Operations Center during partial or full activations
- Serve in administrative and financial management positions within the Incident Command System (ICS) and National Incident Management System (NIMS) structures during emergencies.
- Manage resource procurement during emergencies

Knowledge, Skills, and Abilities

Knowledge of:

1. Confidentiality requirements, ethics standards, and handling sensitive information.
2. National Incident Management System and Incident Command System.
   Website content management and electronic document

Skill in:

3. Coordinating executive schedules, meetings, and logistics.
4. Managing multiple priorities in a high-volume emergency management environment.
5. Preparing and formatting agendas, reports, and official correspondence for executive review.
6. Maintaining electronic filing systems and digital records.
7. Customer service and professional public interaction in a government setting.
8. Keyboarding and document preparation using modern office software.

Ability to:

9. Exercise sound judgment, professionalism, and a high degree of confidentiality in handling sensitive matters.
10. Communicate effectively with elected officials, agency leadership, department heads, and external stakeholders.
11. Prioritize and manage competing deadlines in support of agency operations.
12. Work independently while coordinating closely with agency leadership.
13. Accurately prepare and maintain official records and meeting documentation.

Suggested Training and Experience Requirements:

- Associates degree from a recognized college or university, or any combination of education, certifications, and experience that demonstrates the required knowledge, skills, and abilities for this position.

Additional Requirements:

- Must pass (test negative) pre-employment drug test.
- May work flexible schedule based on needs of agency.
- Must possess valid Ohio driver's license and maintain acceptable driving record.
- May drive personal vehicle for county business.
- Requires vision (which may be corrected) to read small print.

Submit a resume AND application to the Geauga County Commissioners,
Attn: HR Administrator#1713, 12611 Ravenwood Dr. Suite #350, Chardon, OH 44024
or e-mail to boccjobs@Geauga.oh.gov. Details and application form at:
https://bocc.geauga.oh.gov/public-notifications/job-opportunities