

HAMILTON COUNTY JOB DESCRIPTION

Emergency Management Coordinator

JOB DEFINITION AND DUTIES:

Under general supervision of the Director of the Iowa Office of Disaster Services and the joint Hamilton County Emergency Management Commission, directs the daily operation of the emergency management agency including coordination of mitigation, preparedness, response, and recovery efforts. Responsible for the development and updating of the operations plan for County Emergency Management Agency Program. Manages all aspects of the Local Emergency Management Agency Program, including but not limited to budget preparation and accountability, supervision of staff, public relations, training of volunteer emergency responders, and liaison with the public and with other agencies involved in providing disaster relief.

Knowledge of:

- Local, state and federal regulations and standards relating to emergency management
- Principles and practices of public management and administration
- Warning systems
- Communication systems, frequencies, and equipment capabilities
- Fiscal responsibility including budget preparation and grant application, oversight and compliance
- English to include grammar, spelling, sentence structure and vocabulary

Ability to:

- Be on call 24 hours a day
- Respond to emergencies such as drownings, fires, windstorms, floods, tornadoes, and missing persons
- Represent Hamilton County and perform duties in a professional, responsible and trustworthy manner
- Write reports, business correspondence, and procedure manuals
- Be detail oriented and accurate while performing duties
- Establish and maintain effective working relationships with co-workers, commissioners, department heads/elected officials, agencies and members of the public
- Use a computer for the purposes of word processing, data entry, spreadsheets, and presentations
- Operate common office equipment such as typewriters, calculators, fax and postage machines, photocopiers, and multi-line telephones
- Exercise good judgment in evaluating situations and making decisions
- Maintain confidentiality of information as appropriate
- Handle multiple tasks and competing priorities
- Handle moderate to high levels of stress, meet deadlines, solve problems appropriate to the position and deal with a variety of concrete variables in situations where only limited standardization exists
- Organize and present facts, ideas, and opinions clearly and concisely, orally and in writing to groups and individuals in formal and informal situations
- Have clarity of speech and hearing which permits effective communication
- Follow complex oral and written instructions
- Have sufficient manual dexterity to make handwritten notations and which permits moderate to heavy use of a keyboard and mouse

- Have sufficient vision which permits moderate production and review of a wide variety of materials both in electronic and hard copy forms
- Lift, push, pull and/or carry up to 80 pounds
- Stand, sit, climb, balance, stoop, kneel, bend, twist, walk, crouch, squat, crawl, and reach
- Have sufficient personal mobility to complete field work, attend training sessions and occasionally drive emergency response vehicles
- Work a flexible schedule and additional time as needed

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

An Associate's degree or equivalent and three years experience in disaster planning and research, public safety, public administration, military preparedness or related work. An AA degree or three years experience preferred.

Special Requirements: Valid driver's license and insurable under county liability coverage. Must reside in Hamilton County within six months of hire. Must be a Certified Emergency Manager (CEM) as awarded by the Iowa Emergency Management Association, or be able to earn the IEMA-CEM certificate within the first year of employment. Must have completed the Federal Emergency Management Agency (FEMA) Professional Development Series (PDS), or be able to complete it within the first year of employment. Must commit to two years in this position or reimburse the county for any educational costs.

SPECIFIC DUTIES:

to be performed satisfactorily with or without reasonable accommodation

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Coordinates emergency management activities with local support agencies, the Local Emergency Planning Committee (LEPC), local and state public safety agencies.
- Develops and reviews the organization, training and emergency operations plans of the County Emergency Management Agency.
- Assists municipalities in developing emergency plans to supplement the County Emergency Operations Plan and updating as necessary.
- Develops both indoor and outdoor warning systems to warn the public of possible disasters including but not limited to tornadoes, floods, winter storms, nuclear emergencies and hazardous materials incidents.
- Prepares reports and submits documents required for federal participation under the contributions programs. This includes but is not limited to personnel and administrative expenses, warning systems, surplus and excess property.
- Assists in the planning and conducting of local tests and exercises including tests of emergency resources of hospitals.
- Establishes and maintains a volunteer program, which emphasizes required training in emergency management.
- Acts as liaison to and counsels other departments, agencies and jurisdictions to insure compatibility of existing emergency plans and procedures.
- Develops news releases concerning local disaster services operations and addresses interested groups on emergency resources management plans and programs.
- Maintains an adequate emergency management organization to facilitate disaster relief within governmental departments and volunteer organizations, and coordinates

activities into total disaster control; assists and guides institutions such as schools and hospitals in developing adequate disaster controls.

- Provides instructional material and/or presents classes in schools, governments, etc. on natural disasters, effects of nuclear radiation and other emergency management subjects.
- Meets with the Emergency Management Commission monthly or when meetings are called by the Chair. Reports activities to Commission and carries out instructions.
- Manages local, state, and federal grant programs that support emergency management activities and functions.
- Prepares the annual budget for approval and submits such other reports as required.
- Provides knowledge and advice to government officials on such matters as effects of nuclear accident or attack; shelters, both weather and nuclear fallout; and related knowledge not common in government departments.
- Attends work-related meetings, conferences and seminars and maintain all certifications as required by the State Code of Iowa.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Date Revised: February 8, 2011

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

The County of Hamilton is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.