

MONONA COUNTY

JOB DESCRIPTION

Emergency Management Coordinator

DEFINITION AND DUTIES:

Coordinate planning, mitigation and preparedness programs for the Monona County Emergency Management Agency. This position is responsible for planning and mitigation duties of the Emergency Management Agency. Revises, writes, and updates plans for the County Multi Hazard Plan. Leads mitigation planning meetings and initiatives.

Knowledge of :

Local, state and federal regulations and standards relating to emergency management warning systems

Communication systems, frequencies, and equipment capabilities

ArcView GIS, and MS Office Suite products.

Hazardous Materials Awareness level trained

General office practice and procedure

English to include grammar, spelling, sentence structure and vocabulary

Ability to:

Be on call for emergency situations

Represent Monona County EMA Commission and perform duties in a professional, responsible and trustworthy manner

Write reports, business correspondence, and procedure manuals

Learn, apply and articulate departmental programs, operations, rules, regulations and policies

Be detail oriented and accurate while performing duties

Provide customer service that is professional, courteous and responsive

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

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 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 50 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 flexible schedule and additional time as needed

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Associate's degree or equivalent and two years experience in disaster planning and research, public safety, public administration, military preparedness or related work or any equivalent combination of education, experience and training which provides the knowledge and abilities necessary to perform the work.

Special Requirements: Valid driver's license and insurable under county liability coverage. Must reside within a 20-mile radius of the Emergency Management office within six months of hire unless waived or extended by the EMA Board. Within 2 years of hire, have completed all of the following:

#1 FEMA Professional Development Series

#2 Possess a certificate as an Iowa Certified Emergency Management Coordinator as issued by Iowa Emergency Management Association

#3 ICS and NIMS Courses: ICS 100, 200, 300, 400 and NIMS IS 700 & IS 800 B

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 planning, mitigation and preparedness programs related to the Monona County Multi-Hazard Emergency Operations and Multi-Hazard Plans.

Coordinates planning activities to meet the risks and hazards to Monona County and its residents in order to protect lives and property from natural, man-made, or civil events.

Completes annual revisions of the Monona County ESF-10 Hazardous Materials Plan and the Radiological Emergency Response Plan.

Reviews and updates the annual plan of Multi-Hazard Plan Annexes for compliance with Iowa Homeland Security and Emergency Management Division.

Develops and publishes operating plans to address risks and hazards to the community and coordinates periodic maintenance and updates to emergency plans, procedures, checklists, and other necessary planning related resources to include maps, technical manuals, and other reference material.

Assist in the development of procedures and practices to meet operational and functional policies set by the Emergency Management Board to include standard operating manuals, checklists, and reports.

Assists municipalities in developing emergency plans to supplement the County Emergency Operations Plan and updating as necessary.

Schedules, assist, and occasionally conduct emergency-management related training.

Secures and provide information to the public as appropriate.

Responsible for general office files, account records, accounts payable and other documents.

Attends Board meetings, assist with minutes and agendas.

Attends work-related meetings, conferences and seminars and maintain all certifications as required by the State Code 29C of Iowa.

Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

FLSA Status: Non-exempt

Date Established: April 10, 2008

Date Revised: August 21, 2015