

Plymouth County Emergency Management Commission
Employer's Job Description
(Revised 2017)

Name: _____	Department: Plymouth County Emergency Management Commission
Position Title: Emergency Management Coordinator	Pay Grade: TBD
Status: Full-time / Exempt	Reports To: Plymouth County Emergency Management Commission

Primary Purpose of Position

The primary purpose of this position is responsible to develop and maintain a county-wide emergency management program including comprehensive hazard identification, capability assessment and planning for natural, technological and manmade disasters affecting Plymouth County, in cooperation with other governmental agencies, volunteer organizations and private sector organizations. Will maintain and oversee comprehensive county-wide emergency operation and disaster preparedness plans.

Essential Duties and Responsibilities

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the Emergency Management Commission:

Knowledge, Skills, & Abilities Required:

- Establish a positive public relations image of the county through the effective handling of incoming telephone calls; personal contact with other employees, citizens and elected officials; and providing assistance of the highest quality to county citizens.
- Develop and review the organization, training and operations of the County Emergency Management Agency.
- Develop a comprehensive county-wide multi-hazard emergency operations plan, mitigation plan and recovery plan.
- Act as liaison and counsel to other departments, agencies and organizations, develop new relationships with other entities regarding emergency preparedness.
- Disseminate information to the public, news media, agencies and various organizations concerning emergency resource management and disaster preparedness.
- Develop, maintain and test public warning systems.
- Conduct and organize disaster training programs for all elements of local governments.
- Prepare, maintain and execute the county's emergency/disaster and evacuation plans in cooperation with federal, state and local agencies.
- Participate in emergency management workshops, training and conferences at the federal, regional, state and local level.
- Prepare and present annual budget for the Emergency Management Commission.
- Advise and inform the Emergency Management Commission of activities, concerns, training opportunities and operational matters.
- Make application for federal, state and private grant programs and provide fiscal oversight of funds received.
- Prepare various reports and correspondence required by the Commission, Iowa Homeland Security and Emergency Management Division, FEMA and local governments.
- Attend a variety of local, regional, state or national meeting or conferences. Serve on various boards and committees relevant to emergency management and public safety issues.
- Perform related duties as required by the Emergency Management Commission.

Qualifications Required:

- Knowledge of local, state and federal laws and regulations pertaining to emergency management.
- Considerable knowledge of emergency management organization, objectives, project planning and requirements, hazard identification and risk assessment.
- Knowledge of incident command and NIMS.
- Knowledge of communication systems, frequencies and equipment capabilities.
- Knowledge of basic accounting principles and practices
- Ability to prepare accurate reports

- Ability to write plans, directs the use of resources, and coordinate emergency operations under extraordinary circumstances.
- Ability to operate personal computer systems and related software.
- Individual will be required to be available 24 hours a day, seven days a week, by telephone, radio or pager to provide support to emergency management operations.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED equivalent, possess a valid Iowa Drivers License and proof of insurance.

According to Chapter 7 of the Iowa Code, each person appointed as an emergency management coordinator shall meet the following requirements with regards to education and experience:

Have graduated from an accredited four-year college or university and have two (2) years of responsible experience in emergency management, public or business administration, public relations, military preparedness or related work;

OR

Have an equivalent combination of experience and education, substituting 30 semester hours of graduate study for each year of the required work experience to a maximum of two (2) years;

OR

Have an equivalent combination of experience and education, substituting one (1) year of experience in the aforementioned areas for each year of college to a maximum of four (4) years;

OR

Be an employee with current continuous experience in the state classified service that includes the equivalent or 36 months of full-time experience as a local emergency management assistant.

Training:

Within two (2) years of appointment, the person must complete 10 independent study courses as prescribed by the Director, Iowa Homeland Security and Emergency Management Division; must complete the professional development series of courses as prescribed by the Federal Emergency Management Agency, (FEMA).

Upon completion of the requirements in the paragraph above, a person must complete annually a minimum of 24 hours of state-approved emergency management training.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiate, measure and sort information, and must be detail oriented and possess good communication skills.

Ability to establish and maintain effective working relationships with employees, public officials, governmental agencies and the general public.

Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to explain instruction and information to the public in a professional manner.

Ability to communicate professionally and effectively with the general public, public officials, agency directors, federal and state officials.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in dealing with the general public.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Must have the ability to work independently and to exercise good judgment in making decisions in accordance with regulations, ordinances and law and to efficiently process data, records and reports regarding operations and services.

Physical Requirements

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Exert minimal to moderate physical activity with ability to sit or stand for long periods of time, and potential risk of injury.

Vision abilities required by this job include close vision, color vision and the ability to adjust and focus.

Environmental Conditions

Hot or cold temperatures/conditions. Work may be performed in a setting that involves the exposure to potentially hazardous situations, fumes, odors, smoke and noise.

Compliance

Compliance with the employee handbook, employer policies, department work rules, and supervisor directives.

Plymouth County Emergency Management Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Acknowledge

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Employee's Signature

Emergency Management Commission Chair

Date

Date

