PLYMOUTH COUNTY EMERGENCY MANAGEMENT
DIRECTOR POSITION

The Plymouth County Emergency Management Commission is accepting applications for an EMC Director. Full-time position with insurance and retirement benefits. Salary range $40,000-$44,000. Applications and job descriptions can be picked up at the Plymouth County Law Enforcement Center (Sheriff's office) 451 14th Avenue NE LeMars, Iowa or online at www.plymouthcountysheriff.com Applications accepted until 5:00 pm on March 30, 2015
Plymouth County Job Opening

POSITION: Emergency Management Director

DEPT / OFFICE: Emergency Management Agency

DATE AVAILABLE:

STATUS: Full-time

EXEMPT STATUS: Salaried

STARTING WAGE: $40,000 - $44,000 annually; may be negotiable depending on qualifications and experience

TYPICAL HOURS / SCHEDULE: 40 hours per week, Monday through Friday

DESCRIPTION:

Acts as the agent of the Plymouth County Emergency Management Commission 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.

DUTIES AND RESPONSIBILITIES:

- Establishes 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.
- Develops and reviews the organization, training and operations plan of the County Emergency Management Agency.
- Acts as liaison and council with other departments, agencies and organizations in their existing or proposed relationships with emergency preparedness.
• Disseminates information to the public, news media, agencies and various organizations concerning emergency resources management and disaster preparedness.
• Develops, maintains and tests the public warning systems.
• Conducts and organizes disaster-training programs for all elements of local governments.
• Prepares, maintains and is responsible for the execution of the county’s emergency/disaster plans and evacuation plans in cooperation and coordination with federal, state and local agencies.
• Participates in emergency management workshops and conferences at the federal, regional, state and local level.
• Prepares and presents annual budget for the Emergency Management Commission.
• Prepares various reports and correspondence required by federal, state and local governments.
• Performs related duties as may be required.

QUALIFICATIONS:

• Knowledge of local, state and federal laws and regulations pertaining to emergency management.
• Considerable knowledge of emergency management organization, objectives, project planning procedures and requirements, hazard identification and risk assessment.
• Knowledge of communications systems, frequencies and equipment capabilities.
• Knowledge of basic accounting principles and practices.
• Ability to express oneself clearly and concisely, both orally and in writing.
• Ability to establish and maintain effective working relationships with employees, public officials, governmental agencies and the general public.
• Ability to prepare accurate reports.
• Ability to write plans, direct the use of resources, and coordinate emergency operations under extraordinary circumstances.
• Ability to exercise good judgment in evaluation situations and making decisions.
• Ability to perform work in hot or cold temperatures / conditions.
• Ability to operate personal computer system and related software.
• Ability to obtain / maintain a valid driver’s license issued by the state of Iowa.
• Work may be performed in a setting that involves exposure to potentially hazardous situations, fumes, odors, smoke and noise.
• 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.
EDUCATION AND EXPERIENCE REQUIREMENTS:

According to Chapter 7 of the Iowa Code, each person appointed as an emergency management coordinator shall meet the following requirements with regard 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 of 36 months of full-time experience as a local emergency management assistant.

TRAINING REQUIREMENTS:

Within five (5) years of appointment as an emergency management director, the person must complete ten independent study courses as prescribed by the Federal Emergency Management Agency.
Within five (5) years of appointment, the person must complete the professional development series of courses as prescribed by the Federal Emergency Management Agency.
Upon completion of the requirements established in the first two paragraphs, a person must complete annually a minimum of 24 hours of state-approved emergency management training.