



HARDIN COUNTY EMERGENCY MANAGEMENT
1201 14 Avenue, Eldora, IA 50627
Office: 641-939-8132
Email: EMA@hardincountyia.gov

Emergency Management Coordinator Position Open

The Hardin County Emergency Management Commission will be accepting applications for a **full-time position of Emergency Management Coordinator**. This position is a FLSA Exempt position responsible for emergency planning, exercise design, disaster assistance coordination, 911 funding and infrastructure as well as secretarial duties.

Applicant will be required to complete specified training as required by [Iowa Code 29C \(PDF\)](#).

Responsibilities

The purpose of the Emergency Management Coordinator is to oversee the administrative, public relations, and day to day activities of the local county/municipal Emergency Management operation and advise officials on Homeland Security Defense issues.

Duties include but are not limited to:

- supervising staff and/or volunteers
- delegating work assignments
- assisting emergency response agencies
- developing and updating emergency plans
- directing preparedness training/exercises
- 911 functions, grants, infrastructure and secretarial duties

Education/Experience Requirements

Qualified candidates must have

- Graduated from an accredited four-year college or university and have two 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 years;
- OR have an equivalent combination of experience and education, substituting one year of experience in the aforementioned areas for each year of college to a maximum of four years;
- OR be an employee with current continuous experience as an emergency management operations officer;
- 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.

Qualifications Include:

- Demonstrate knowledge of local, state and federal laws and regulations pertaining to emergency management.
- Demonstrate an understanding of communications systems, frequencies, and equipment capabilities.



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- Demonstrate knowledge of basic accounting principles and practices.
- Express oneself clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with employees, public officials, and the general public.
- Prepare accurate reports.
- Write plans, direct the use of resources, and coordinate emergency operations under extraordinary circumstances.
- Exercise good judgment in evaluating situations and making decisions.
- Coordinate with agencies at all levels of government.

Applying

Interested persons should submit a Hardin County Employment Application at <https://www.hardincountyia.gov/jobs>. You will be prompted to upload a cover letter and resume during the application process.

Any questions about this position may be directed to Dave McDaniel, County Sheriff, at 641-939-8189 or by email.

Application deadline is 4:30 PM on Friday, March 1, 2019.

Hardin County is an equal opportunity employer.

Hardin County Emergency Management Coordinator
Job Description
Approved by Emergency Management Commission on 02/06/2018

GENERAL SUMMARY:

Purpose of the position is to oversee the administrative, public relations, and day to day activities of local county/municipal Emergency Management operation and advise officials on Homeland Security Defense issues. Duties include but are not limited to supervising staff and volunteers, delegating work, assisting emergency response agencies, developing and updating emergency plans. Directs training, maintains files, prepares and processes.

REPORTS TO:

Hardin County Emergency Management Commission; Code of Iowa (29C) and Iowa Administrative Rules 605-7.4(3) Defines the Local Emergency Management Commission authority and coordinators qualifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Coordinates the development and maintenance of plans, policies and procedures to address numerous natural and technological hazards that may potentially impact the County. Primary planning focal points include hazardous materials, severe weather, flooding and threats to public safety
- Reviews operations, recovery, mitigation plans and makes updates and changes
- Coordinate disaster, emergency planning activities for political subdivisions and school districts in Hardin County
- Assist private business and industry in planning for disaster, or emergency situation
- Responds to Hardin County Emergency Operations Center, which may be staffed 24 hours a day during emergency conditions, to support emergency operations
- Is responsible for maintaining Agency owned equipment including, but not limited to, vehicles, trailers and radio equipment

- Conducts exercises/drills and completes exercise reports for submittal to State Homeland Security and Emergency Management
- Prepares situational reports during periods of disaster and emergency, to be distributed to stake holders in the County
- Actively monitors information sources for situational awareness on weather and hazardous conditions that may affect Hardin County
- Give presentations and talks on Emergency Management topics and issue to a variety of groups
- Conducts facility safety and assessments at the request of community organizations and School Districts
- Serves as local liaison and point of contact with State and Federal Emergency Management Agencies
- Is County Haz-Mat Coordinator and maintains a working relationship with Waterloo Hazardous Materials Team
- Assist in directing resource management activities, to include equipment, staffing, funding and other resources and maintains current records of available resources
- Prepares and implements departmental budget. Monitors expenditures to ensure compliance with approved budget
- Prepares, completes or receives various forms, reports, correspondence, emergency plans, policies/procedures, budget reports, invoices, emergency response assessments, hazardous material reports, manuals, reference materials, or other documentation
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database and other software
- Maintains general office files, account records, personnel records and a variety of other records
- Operates a variety of equipment and tools associated with emergency management activities, which may include a motor vehicle, radio communications equipment, personal protective equipment, various emergency equipment, audio/visual equipment, and general office equipment
- Communicates with the county and municipal officials, employees, volunteers, public safety agencies, medical providers, government agencies, community organizations, local businesses, the public, the media, outside agencies and other individuals as needed to

coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice or direction

- Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, or receiving and screening telephone calls and correspondence directed to the department head
- Assist in planning, organization, and coordination of disaster preparedness activities including training, exercises, and public outreach events
- Reports quarterly expense reports to the State for EMPG grand funding
- Supervises the ordering, receiving, storing and issuance of supplies and equipment for emergency management use
- Attends and seeks continuing education and professional development at meetings, schools and seminars
- Maintains annual State of Iowa; County Emergency Management Commission Compliance Standards as stated in Iowa Code 29C and State of Iowa Administrative rules 605-7

PHYSICAL REQUIREMENTS

Must be physically able to operate a variety of automated office machines and equipment, including but not limited to; computers, keyboards, general office machines, and telephone. Physical demands require lifting, carrying or otherwise moving objects weighing up to 30-50 pounds. Typically moves about on a regular basis to coordinate work.

WORKING CONDITIONS

The nature of work involves exposure to situations and equipment that may be potentially dangerous or hazardous. May be exposed to blood borne pathogens or other infections or contagious diseases. May be exposed to all outside weather conditions.

KNOWLEDGE, SKILLS, AND ABILITIES:

Technical: Basic knowledge of computers such as word processing and spreadsheet software to enter data and process information. Ability to use the Internet and specialized department software to extract and record data.

Mathematical: Basic math such as adding, subtracting, multiplying and division.

Interpersonal: Flexibility in adjusting to changing circumstances, information, employee, and customer needs. Demonstrate a willingness to take initiative. Work independently with little or

no supervision. Be reliable, responsible, and dependable in fulfilling obligations. Possess high level of integrity and ability to maintain confidentiality and exercise self-control in emergencies.

Communication: Excellent verbal and written communication skills. Ability to effectively communicate and present information and respond to County Officials, employees and the general public. Develop and maintain constructive and cooperative working relationships with the public, other government entities and other external sources. Establish and maintain effective working relationships.

Language: Ability to read, analyze and interpret data, legal documents or governmental regulations. Ability to prepare reports, general correspondence and lists.

Organizational: Ability to organize, plan and prioritize work. Utilize problem solving skills, analytical thinking in gathering and analyzing data. Ability to work under pressure, time constraints and deadlines

Resource Allocation: Ability to manage financial resources in determining how money will be spent to get the work done, accounting for these expenditures. Ability to manage resources, obtain and see to the appropriate use of equipment, facilities and materials needed.
Supervisory: Supervise, motivate and develop employees. Plan work assignments, activities, hours and schedules. Provide leadership and direction. Mediate disputes.

Safety: Understand and practice safe work habits on the job site.

License Certifications and other requirements: Possess a valid driver license. During the first five years of employment must complete the Emergency Management Professional Development Series courses. Must have 24 hours of approved continuing education each year.

Other requirements: Must keep current with all changes and revisions in federal/state mandated laws and operating regulations. Attend applicable job-related training, workshops and seminars.

QUALIFICATIONS EDUCATION AND EXPERIENCE- *From Iowa Code*

*Iowa Code and Iowa Administrative Rules
605-7.4(29C) Local Emergency Management Coordinator*

7.4(3) Local Emergency Management Coordinator qualifications. Each person appointed after July 1, 1990, as local Emergency Management Coordinator shall meet the following requirements with regard to education, abilities, experience, knowledge and skills:

- a. Demonstrate knowledge of local, state and federal laws and regulations pertaining to emergency management.
- b. Demonstrate an understanding of communications systems, frequencies, and equipment capabilities.

- c. Demonstrate knowledge of basic accounting principles and practices.
- d. Express oneself clearly and concisely, both orally and in writing.
- e. Establish and maintain effective working relationships with employees, public officials, and the general public.
- f. Prepare accurate reports.
- g. Write plans, direct the use of resources, and coordinate emergency operations under extraordinary circumstances.
- h. Exercise good judgment in evaluating situations and making decisions.
- i. Coordinate with agencies at all levels of government.
- J. Have graduated from an accredited four-year college or university and have two 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 years; or have an equivalent combination of experience and education, substituting one year of experience in the aforementioned areas for each year of college to a maximum of four year; or be an employee with current continuous experience as an emergency management operations officer; 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.

7.4(4) Local Emergency Management Coordinator continuing education requirements. Each local Emergency Management Coordinator shall meet the following educational development requirements. The administrator may extend the time frame for meeting these continuing education requirements upon request from the Commission.

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- a. Within five years of appointment as a local Emergency Management Coordinator, the person must complete the following study courses:
 - (1) A Citizen's Guide to Disaster Assistance IS-7.
 - (2) Emergency Operations Center (EOC) Management and Operations IS-775.
 - (3) Emergency Manager: An Orientation to the Position IS-1.
 - (4) Are You Ready? An In-depth Guide to Citizen Preparedness IS-22.
 - (5) An Introduction to Hazardous Materials IS-5A.
 - (6) Introduction to Incident Command Systems IS-100.b.

- (7) ICS for Single Resources and Initial Action Incidents IS-200 .a.
 - (8) Radiological Emergency Management IS-3.
 - (9) Introduction to Hazard Mitigation IS-393 .a.
 - (10) Emergency Management Program Development.
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- b. Within five years of appointment as a local Emergency Management Coordinator, the person must complete the professional development series of courses as prescribed by the Federal Emergency Management Agency.
 - c. Upon completion of the requirements established in sub rule 7.4(4), paragraphs "a" and "b," a person must complete annually a minimum of 24 hours of state-approved emergency management training. Since completion of the annual training will follow the federal fiscal year, October 1 to September 30, the requirement to complete the 24 hours of annual training will commence on the next October 1.
 - d. The local Emergency Management Coordinator must document completion of courses by submitting a copy of the certificate of completion, a letter indicating satisfactory completion, or other appropriate documentation.
 - e. The Iowa homeland security and emergency management division, in conjunction with the Iowa Emergency Management Association, may substitute courses when deemed appropriate.
 - f. An Emergency Management Coordinator who has met the baseline requirements prior to October 1, 2006, will not be required to take any of the new courses listed above to reestablish the person's baseline.

[ARC 8116B, IAB 919109, effective 10/14/09; ARC 9332B, IAB 1112/ 11, effective 2116/11; ARC 0129C, IAB 5/30/12, effective 7/4/ 12]

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and job applicant.