**Washington County**

**Emergency Management Coordinator**

Individual will be responsible for the development of countywide emergency operations plans and coordination of emergency planning activities. Monitors and updates revisions to emergency action plans, systems, and operations relating to hazardous materials, shelter systems, natural or environmental disasters, and other related catastrophes. Conducts training exercises and provides required hazardous materials handling and related training to members of various public safety departments as needed. Secures and maintains vehicles, equipment, supplies, and physical facilities of Washington County Emergency Management. Responsible for departmental financial, budgetary, and administrative duties.

Knowledge of local, state, and federal laws and regulations pertaining to emergency management and planning. Understanding of grant writing, ability to coordinate with agencies at all levels of government, and ability to work under various conditions required. Completion of required State, Federal, and NIMS training within two years of hire.

Requires graduation from an accredited 4-year college or university and 2 years of responsible experience in emergency management, or an equivalent combination of experience and education. Must also have the ability to be on-call 24/7, therefore will need to reside within Washington County within 90 days of hire.

Application and full job description may be found at <http://co.washington.ia.us> or for more information, please call Amber Day (Human Resources) at (319) 653-7777.

**Applications accepted through May 12, 2017 until 4:00 p.m. EOE**