

## Wanted: Emergency Management Coordinator/911 Director

Part-time Emergency Management Coordinator for Calhoun County. Self-directed, flexible and able to work with wide variety of people. Frequent travel; must provide own transportation. Experience preferred. Screening and references required. Salary negotiable. Persons interested should submit an application and resume to Calhoun County Sheriff, Box 304, Rockwell City, IA 50579. Applications may be picked up at Calhoun County Sheriff, 416 4<sup>th</sup> Street, 3<sup>rd</sup> Floor or EMS Station at 220 East High Street, Rockwell City between 9 AM and 4:30 PM. Anticipated starting date July 1, 2019. Accepting applications through March 30, 2019. For questions, call the Calhoun County Sheriff at 712-297-7583. Calhoun County EMC is an equal opportunity employer.



# CALHOUN COUNTY EMERGENCY MANAGEMENT AGENCY

501 Court Street  
 Rockwell City, Iowa 50579  
 Telephone: (712) 297-8619  
 STEVE O'CONNOR, COORDINATOR  
 Fax: (712) 297-8618

Phil Heinlen, Chairman

Email: [soconnor@calhouncountyiowa.com](mailto:soconnor@calhouncountyiowa.com)

## JOB DESCRIPTION

Job Class	Emergency Management Coordinator/911 Director
Functional Title	Calhoun County Emergency Management Coordinator/Homeland Security Representative/911
Reports to	Calhoun County Emergency Management Commission/911 Service Board
Organizational Unit	Calhoun County Emergency Management Agency/911 Service Board
Approved by	Calhoun County Emergency Management Commission

**PRIMARY FUNCTION:** Under administrative direction, acts as coordinator and directs, administers, and facilitates mitigation, emergency planning and preparedness, response and recovery activities; acts as an operations officer for projects that pertain to emergency management services; serves as county liaison for homeland security issues.

In consultation with the 911 Service Board provides leadership, management, and performs administration duties related to the implementation, coordination and maintenance of 911 Service Board. Responsibilities include budget and fiscal management for the 911 Board/PSAP and assists with the development of the strategic plan.

### ESSENTIAL DUTIES:

- Acts as Chief Advisor to the Emergency Management Commission members.
- Serve as secretary to the Commission and provide minutes and public notices as required by Iowa Code.
- Maintains compliance with Iowa Code Chapter 29C, including but not limited to, training, exercises and planning requirements.
- Develops proposed budgetary considerations and executes the approved budget with explanation of needed for expenditures as requested by the Commission.
- Prepares expenditures for payment as prescribed by the County Auditor's Office.
- Completes tasks and assignments as requested by the Commission, Iowa Homeland Security and Emergency Management Department (HSEMD), Federal Emergency Management Agency (FEMA), and the U.S. Department of Homeland Security (HLS).
- Develops a comprehensive county-wide multi-hazard emergency operations plan, mitigation plan, and recovery plan.

- Design and cause to be executed specific exercises to the Calhoun County Multi-Hazard Emergency Operations Plan (EOP) pursuant to established Federal and State guidelines, policies and mandates.
- Is an active member of the Region V Local Emergency Planning Committee (LEPC) and maintains appropriate records.
- Responds to emergencies (major accidents, major fires, tornadoes, floods, or disaster which affects life and or property and or the environment) and provides emergency management expertise to the incident commander of such emergency, when requested.
- During emergencies or disasters, provide coordination and assistance to the governing officials of the municipalities and the county.
- Shall be available 24 hours per day for call-out or provides a designee in order to maintain 24-hour communications with the HSEMD and key local officials.
- Supervises and coordinates emergency management training programs for governmental agencies and other organizations upon request.
- Compiles and analyzes pertinent data needed to improve and deliver emergency management services.
- Prepares and develops reports and other documents as requested by the Commission, HSEMD, FEMA, and HLS.
- Promotes public knowledge of emergency management and disseminates information to the general public, governmental agencies and other organizations.
- Promotes public knowledge of hazards and preparedness activities that could affect county and disseminates information to the general public, governmental agencies, and other organizations.
- Participates in local, state, regional, and national emergency management related seminars and conferences.
- Participates actively in the Region 1 Homeland Security Board meetings and projects and the Western Iowa 911 Communications Supervisors Group meetings.
- Identify and analyze the effects of hazards that threaten Calhoun County.
- Develop and maintain an Emergency Operations Center (EOC) as a site from which key officials can direct and control operations during a disaster or emergency.
- Act as liaison with local, state, and federal Emergency Management and Homeland Security officials.
- Coordinate with traditional and non-traditional emergency response agencies and public and private entities to develop, promulgate and institute emergency plans, informational resources, response techniques and standard operations procedures.
- Provide technical assistance to political subdivisions throughout the county.
- Develop mutual aid agreements for reciprocal disaster services and recovery aid.
- Manage and maintain Iowa Public Alert Warning System/WENS.
- Manage and maintain public relations with public via print, broadcast, and social media.
- Manage and maintain GIS mapping data in relation to Emergency Management in cooperation with Calhoun County GIS Coordinator.
- Maintain and update essential distribution lists for Calhoun County Emergency Management Contacts.
- Manage and maintain the official Calhoun County ID Credentials including software & physical card distribution during regular business and during emergency if necessary.

- Prepares, develops and presents the 911 budget for approval, monitors budget activity and provides regular status reports, monitors future system needs and advises the 911 board on long range capital projects; prepares strategic plan.
- Prepares/administers program budgets/fund disbursements ensuring federal/state requirements are met; utilizes the county's accounting system to properly account for fund activity; ensure funds are properly expended; maintains statistical/fiscal records; prepares financial reports; assists in preparation of grant applications; tracks/monitors grant funded expenditures; ensures compliance with grant reporting requirements.
- Other duties as assigned by the commission.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local, state, and federal laws/regulations pertaining to emergency management and 911 services/operations.
- Knowledge of the policies applicable to local emergency management programs.
- Knowledge of emergency management organization, objectives, project planning procedures/requirements.
- Knowledge of the principles/practices of public administrations with reference to departmental personnel/budget administration.
- Knowledge of 911 communication systems, frequencies, and equipment capabilities.
- Knowledge of basic accounting principles/practices.
- Knowledge of basic weather hazards including, but not limited to, severe weather, cloud formations, local flood plan, winter storm conditions.
- Knowledge of technological hazards, but not limited to, hazardous materials, shelter procedures, and evacuation procedures.
- Knowledge of how to coordinate damage assessments.
- Knowledge of Calhoun County Communications PSAP/ 911 systems, WENS and IPAWS.
- Knowledge of Geographic Information Systems (GIS) mapping and modeling.
- Ability to operate radio communications system in daily use and during emergencies.
- Skill in public speaking.
- Skill in operating a personal computer and related software.
- Ability to meet tactfully/effectively with public officials and the public and to present ideas clearly/concisely in oral and written form.
- Ability to develop and maintain emergency operation plans, directs the use of resources, and coordinate emergency operations under extraordinary circumstances.
- Ability to exercise good judgment in evaluating situations/making decisions.
- Ability to coordinate with agencies, both private and public at all levels of government.
- Ability to analyze the effectiveness of the department and to correlate its development/changing conditions.
- Ability to plan, assign and direct the work of subordinate operating units.
- Ability to provide leadership and maintain relations in the department and in public.
- Ability to create oral presentations.
- Ability to prepare accurate reports.
- Ability to establish/maintain effective working relationships with employees, public officials, and the general public.
- Ability to obtain and maintain a valid driver's license issued by the State of Iowa and must be able to be insured for automobile coverage.

#### OTHER PREFERRED SKILLS/ABILITIES:

- Project management
- Understanding of emergency services
- Basic understanding of 911/PSAP communications systems
- Media relations
- Administration
- Grant writing, management and reporting

#### TRAINING AND EXPERIENCE:

- High school graduate with a minimum of at least three year experience in county or municipal government with a background in supervision and office management, or
- A graduate of an accredited college or university with an associate's degree in Business Management or Emergency Management and a minimum of two year experience in county or municipal government, or
- A graduate of an accredited college or university with a degree in Business Management, Emergency Management, or healthcare administration and a minimum of one year experience in county or municipal government or emergency management.

#### CERTIFICATION:

- Within two years of appointment successfully complete the Professional Development Series (PDS) courses and other required coordinator training courses as prescribed by Iowa HSEMD and the Federal Emergency Management Agency.
- Within five years of appointment successfully earn the Iowa Certified Emergency Manager (IACEM) credential as prescribed by the Iowa Emergency Management Association.

**JOB TITLE: Emergency Management Coordinator**

<b>PHYSICAL DEMANDS</b>	<b>RARELY</b>	<b>OCCASIONALLY</b>	<b>FREQUENTLY</b>	<b>CONTINUALLY</b>
Sit				X
Stand				X
Walk				X
Bend/Stoop		X		
Squat		X		
Crawl		X		
Climb		X		
Reach Above Shoulder Level		X		
Kneel		X		
Balance		X		
Lift, Carry, Push, Pull				
Maximum 10 Lbs.		X		
Maximum 20 Lbs.		X		
Maximum 50 Lbs.		X		
Maximum Over 50 Lbs.		X		
Must Be Able To				
See				X
Hear				X
Speak				X
Use One Hand				X
Use Both Hands				X

<b>Environmental Conditions</b>	<b>RARELY</b>	<b>OCCASIONALLY</b>	<b>FREQUENTLY</b>	<b>CONTINUALLY</b>
Involves Being				
Inside			X	
Outside			X	
Exposed to Temperatures of				
32°F and less		X		
100°F and more		X		
Wet & Humid Conditions		X		
Noise, Vibration		X		
Fumes, Dust		X		
Second Hand Smoke		X		

<b>Hazards, Exposure</b>	<b>RARELY</b>	<b>OCCASIONALLY</b>	<b>FREQUENTLY</b>	<b>CONTINUALLY</b>
Infectious Wastes		X		
Toxic Chemicals		X		
Needles/Body Fluids		X		
Radiation	X			
Chemotherapeutics	X			
Animals/Pets	X			

Rarely = 0% to 15% of the time

Frequently = 34% to 66% of the time

Revised February 2019

Occasionally = 16% to 33% of the time

Continually = 67% to 100% of the time

NOTE: This position description in no way states or implies that it includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related duties assigned by their Supervisor.

Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our position description.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or others.

I HAVE READ THIS POSITION DESCRIPTION AND HAVE HAD MY QUESTIONS ANSWERED. I UNDERSTAND AND ACCEPT THE DUTIES AND RESPONSIBILITIES RELATED TO THIS JOB AND I UNDERSTAND MY EMPLOYEE STATUS OF \_\_\_\_\_ FULLTIME REGULAR EXEMPT \_\_\_\_\_ WHICH IS DEFINED IN THE EMPLOYEE HANDBOOK.

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Employee Signature and Date

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Supervisor Signature and Date

November 2004  
December 2006  
July 2010  
September 2010  
September 2011  
February 2019