

Monona County
Employer's Job Description
(Revised 2023)

Name: _____ **Department:** Emergency Management

Position Title: Emergency Management Coordinator **Pay Grade:** TBD

Status: Non-exempt **Reports To:** EMA & 911 Board

Purpose of Position

This position is responsible to coordinate planning, mitigation and preparedness programs for Monona County Emergency Management Agency, which includes revising, writing, and updates for the Monona County Multi Hazard Plan. Coordinator shall conduct mitigation planning meetings and initiatives.

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; other duties may be required and assigned by the County or EMC Administration:

- Coordinate planning, mitigation and preparedness programs related to the Monona County Multi-Hazard Emergency Operations and Multi-Hazard Plans
- Coordinate planning activities to meet the risks and hazards to Monona County and its residents in order to protect lives and property from natural, man-made, or civil events
- Complete annual revisions of the Monona County ESF-10 Hazardous Material Plan
- Review and update the annual plan of Multi-Hazard Plan annexes for compliance with Iowa Homeland Security and Emergency Management
- Develop and publish operating plans to address risks and hazards to the community and coordinates periodic maintenance and updates to emergency plans, procedures, checklists, and other necessary planning related resources to include maps, technical manuals, and other reference material
- Assist in the development of procedures and practices to meet operational and functional policies set by the Emergency Management Board to include standard operating manuals, checklists, and reports
- Assist municipalities in developing emergency plans to supplement the County Emergency Operations Plan and updating as necessary
- Schedule, assist, and occasionally conduct emergency-management related training
- Secure and provide important information to the public as appropriate
- Responsible for general office files, account records, and accounts payable and other documents
- Attend Emergency Management Board meetings, assist with minutes and agendas
- Attend work-related meetings, conferences and seminars and maintain all certifications as required by the 29C Code of Iowa
- Perform all work duties and activities in accordance with County policies, procedures and safety practices
- Ability to be on-call for all emergency situations
- Represent Monona County EMA Commission and perform duties in a professional, responsible, and trustworthy manner
- Work flexible hours, schedule, and additional time as needed

Minimum Training and Experience Required to Perform Essential Job Functions

Education / Experience

Associate degree or equivalent and two (2) years experience in disaster planning and research, public safety, public administration, military preparedness or related work or any equivalent combination of education, experience and training which provides the knowledge and abilities necessary to perform the work. Valid driver's license and insurable under the County's liability coverage. Must reside within a 20-mile radius of the Emergency Management Office within six (6) months of hire unless waived or extended by the EMA Board.

Within two (2) years of the hire date, have completed all of the following:

- FEMA Professional Development Series
- Posses a certificate as an Iowa Certified Emergency Management Coordinator as issued by the Iowa Emergency Management Association
- OCS and NIMS Courses: ICS - 100, 200, 300, 400; NIMS – IS700 & IS800 B
- Hazardous Material – Awareness Level Certified

Abilities and Requirements to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Knowledge of local, state, and federal regulations and standards relating to emergency management warning systems
- Knowledge of communication systems, frequencies, and equipment capabilities
- General offices practices and procedures
- Good knowledge of grammar, spelling, sentence structure and vocabulary
- Write reports, business correspondence, and procedure manuals
- Learn, apply and articulate departmental programs, operations, rules, regulations, and policies
- Establish and maintain effective working relationships with co-workers, commissioners, department heads, and elected officials, agencies, and members of the public
- Operate office equipment, and postage, etc.
- Maintain confidentiality of information as appropriate
- Knowledge of computers and various computer programs
- Organize and present facts, ideas, and opinions clearly and concisely, orally and in writing groups and individuals in formal and informal situations

Judgment and Situational Reasoning Ability

- Be detail oriented and accurate in performing duties
- Provide customer service that is professional, courteous and responsive
- Exercise good judgment in evaluating situations and making decisions
- Follow complex oral and written instructions
- Handle multiple tasks and competing priorities
- Handle moderate to high levels of stress, meet deadlines, solve problems appropriate to the position

Special Requirements

- Knowledge of ArcView GIS, and MS Office Suite products
- Able to lift, push, pull and/or carry heavy equipment up to 50 pounds
- Standing, sit, climb, balance, stoop, kneel, bend, twist, walk, crouch, squat, crawl, and reach in various situations

Environmental Conditions

- Ability to work and operate in various hazardous or dangerous situations, including adverse weather, environmental factors, unsafe atmosphere, dust, noise, heat and cold temperatures which may cause discomfort and poses risk of injury.

Compliance

- Compliance with the employee handbook, county policies, department work rules, and supervisor directives are required.

Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Please refer to the employee handbook and union contract for additional information.

This Job Description has been reviewed and approved by:

Department Head: _____

Board of Supervisors: _____

Effective Date: _____

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Employee Acknowledgement

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 outlined 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 Signature

Department Head Signature

Date Signed: _____