

**POWESHIEK COUNTY  
JOB DESCRIPTION**

**Title:** Emergency Management Coordinator

**Date:** November 16, 2007

**FSLA:** Exempt

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**PURPOSE OF POSITION**

The County Emergency Management Coordinator is under the general administrative direction of the Local Emergency Planning Commission. The County Emergency Management Coordinator is responsible for responding to major accidents, fires, tornados, floods, chemical spills, and related incidents which affect life, property and/or the environment and coordinates the utilization of available volunteers, equipment, facilities, and related resources according to prescribed plans and operations. The County Emergency Management Coordinator is responsible for maintaining appropriate standards necessary to ensure compliance with local, state, and federal regulations and to provide services to the county in the most effective and efficient manner.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

**The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Monitors and updates revisions to various emergency plans, systems, and operations relating to hazardous materials, shelter systems, natural or environment disasters and related catastrophes.

Designs specific exercises that are developed to test communities' responses to various events pursuant to established local, state, and federal guidelines and policies; develops and trains volunteer resources to provide ongoing involvement and desirable levels or performance.

Conducts training exercises annually in such areas as tornado drills, storm spotter training, and related areas. Provides required hazardous materials handling and related training to members of various public safety departments and those likely to be exposed to such hazards.

Prepares required local, state, and federal reports relating to program accomplishments, goals and objectives, prepares and administers approved operating budget for program services.

Attends FEMA and State sponsored emergency management training and completes required National Incident Management Systems training and exercises.

Responsible for departmental financial, budgetary, and administrative duties. Knowledge of the principles and practices of municipal accounting, auditing, taxation, budgetary processes, and revenue management.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Required education: Associate's Degree or equivalent combination of education and experience.

Preferred education: Bachelor's Degree or equivalent combination of education and experience.

Required training: must complete required National Incident Management Systems training and exercises.

Shall generally be available for off-hour emergencies.

Shall possess or be able to obtain a valid Iowa Driver's License and have a good driving record for the past three years.

## **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

### **Physical Requirements**

Sitting, finger dexterity, grasping, feeling, talking, hearing, reaching, and repetitive motions. Vision requirements are the minimum for those whose work is involved primarily with extensive reading, preparing, analyzing text and/or data, and the use of a computer terminal. Sedentary work exerting up to twenty-five (25) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

### **Cognitive Demands**

Skill in analyzing and interpreting data and information to reach conclusions and to make decisions. Ability to solve a wide range of practical problems. Ability to report, write or edit articles for publication. Ability to prepare grants and contracts. Ability to have substantial contact with people. Ability to evaluate technical data. Ability to develop policies, plans, and procedures. Ability to read and interpret laws and ordinances.

### **Language Ability and Interpersonal Communication**

Ability to communicate concisely and effectively with diverse individuals and groups in a wide variety of situations. Ability for presenting complex or controversial information to groups. Ability to effectively present information to the media.

### **Environmental Adaptability**

Both inside and outside work depending on the work priorities. Maybe exposed to adverse environmental conditions. Field work may result in exposure to extreme heat and cold, fire and rescue activities, smoke and toxic agents. The work may expose the employee to visual strain, unpleasant social situations, irregular work hours, and significant work pace pressure.

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**I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

**Poweshiek County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.**