

**Adams County
Corning, Iowa
Position Description**

Job title	Adams County Emergency Management Coordinator	Reports to: <i>Adams County Emergency Management Commission</i>	FLSA category: Exempt
------------------	---	--	--------------------------

Job purpose

Responsible for the efficient and productive operation of the Adams County Office of Emergency Management by performing responsible response, secretarial/clerical and administrative duties; organizing any EMA volunteer personnel and is available for 24/7 response during emergencies, exercise or periods of evacuation.

Duties and responsibilities

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

- Responsible for maintaining Agency owned equipment including, but not limited to, vehicles and radio equipment.
- Develops and maintains 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.
- Coordinates disaster, emergency planning activities for political subdivisions and schools in Adams County.
- Reviews operations, recovery, mitigation plans and makes updates and changes.
- Conducts exercises and completes exercise reports for submittal to State Homeland Security and Emergency Management.
- Prepares situational reports during periods of disaster and emergency.
- Actively monitors information sources for situational awareness for weather and hazardous conditions that may affect the County.
- Serves as County Homeland Security Coordinator and County Haz-Mat Coordinator.
- Responds to disaster or emergency incidents on a 24 hour a day, 7 days a week basis.
- Prepares and implements departmental budget and prepares, completes and receives various forms, reports, correspondence, plans, policies and procedures.

Qualifications

Must comply with Iowa Code 29C and State Administrative rule 605-7.4(3), 605-7(4) and any other certifications deemed necessary by the County Emergency Management Commission.

Knowledge, Skills and Abilities

- National Incident Management System (NIMS) training 200, 300, and 400 level
- Hazardous Waste Operations and Emergency Response (HAZWOOPER) training is encouraged
- State training required by the State of Iowa
- Ability to communicate with varying groups of people on varying different subjects.
- Ability to keep calm in high pressure situations.
- Ability to give direction in chaotic and changing situations.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.

- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from various groups of people.
- Ability to calculate figures and amounts and to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certification

As required by the Emergency Management Commission to include, but not limited to,
 NIMS training
 PIO (Public Information Officer) training
 Storm Spotter training
 All required State training is required within two years of employment

Working conditions

Frequently exposed to outside weather conditions, occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, and risk of radiation.

On call 24/7 in all types of working and weather conditions.

Be able to work with challenging clients.

Be able to organize groups of people.

Physical requirements

The person in the position frequently communicates with a variety of stakeholders concerning emergency situations. Must be able to exchange accurate information in these situations. Frequently operates and uses a wide variety of equipment in the course of daily work. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, and other similar equipment. Must be able to remain in a stationary position 25% of the time. Also the person must be able to move about, ascend and descend uneven terrain and position self in order to deal with emergency situations. Must occasionally move equipment or materials weighing up to 100 pounds. Occasionally must be able to detect and distinguish odors of hazardous materials. Occasionally must be able to detect, recognize and judge weather patterns from a long distance. Frequently works in outdoor weather conditions. The person in this position must be able to work extended periods of time on an occasional basis.