

**Adams County  
Corning, Iowa  
Position Description**

<b>Job title</b>	Adams County Emergency Management Coordinator	<b>Reports to:</b> <i>Adams County Emergency Management Commission</i>	FLSA category:
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**Job purpose**

Responsible for the efficient and productive operation of the Adams County Office of Emergency Management by performing responsible response, clerical and administrative duties; organizing any EMA volunteer personnel and is available for 24/7 response during emergencies, exercise or periods of evacuation. Coordinates with Local, State and Federal agencies to resolve any emergency situation.

**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.

- Operates as the primary responder by maintaining the Emergency Operating Center, supervising emergency responders; assists all emergency entities in the county.
- 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, 20% must be updated and reviewed by the State yearly.
- 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 strategic plans; assures proper allocation and accountability for expenditures of funds. Completes and receives various forms, reports, correspondence, plans, policies and procedures.
- Promotes public awareness of disaster preparedness through contact with the general public, news media and County website.
- Coordinates public warning systems and promotes the maintenance and expansion of early warning and emergency public information systems.
- Attends 911 Board meetings and performs duties associated with the 911 system.
- Organizes and coordinates all emergency drills and training for appropriate entities within the county on an annual basis.
- Performs related duties as may be required.

**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
- State training required by the State of Iowa at the time of employment
- 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.
- Ability to develop and maintain emergency operation and evacuation plans, direct the use of resources and coordinate emergency operations under extraordinary circumstances.
- Ability to exercise good judgement in evaluating situations and making decisions.
- Ability to obtain and maintain a valid Iowa Driver's License.
- Ability to calculate figures and amounts and to apply concepts of basic algebra and geometry.
- Knowledge of communications systems, frequencies and equipment capabilities.
- Knowledge of basic accounting principles and practices.
- Proficiency in the use of computers and related software with the ability to quickly learn other software.

### **Certification**

Must comply with Iowa Code 29C and State Administrative Rules 605-7.4(3), 605-7(4) and any other certifications deemed necessary by the County Emergency Management Commission including, but not limited to,  
NIMS training (200,300,400)  
PIO (Public Information Officer) training  
Storm Spotter training  
Hazardous Waste Operations  
Emergency Responses (HAZWOOPER) training  
All required State training at time 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 a variety of clients in stressful situations and must be able to exchange accurate information during the emergency.

Be able to organize groups of people.

**Physical requirements**

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.

**Special requirements**

Individual will be required to be available 24 hours a day, seven days a week by telephone, radio, or pager to provide support to emergency management operations and may be require extended absences from home.

Criminal background check and drug testing will be required as a condition of employment upon job offer.

Will be required to reside in Adams County.

**Direct reports**

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	