



**Madison County Human Resources**

**Beth Miller, Director**

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**COUNTY EMERGENCY MANAGEMENT COORDINATOR**

Full-time employment in the office of Madison County Emergency Management. IPERS, Medical, and Life benefits eligible position.

Under general supervision of the Madison County Emergency Management Commission, performs and assists with duties including, but not limited to: emergency planning, exercise design, disaster assistance coordination.

Qualifications/Requirements: Graduate from an accredited four-year college or university and have two years of responsible experience in emergency management, public or business administration, public relations, military preparedness or related work; or have an equivalent combination of experience and education, substituting 30 semester hours of graduate study for each year of the required work experience to a maximum of two years; or have an equivalent combination of experience and education, substituting one year of experience in the aforementioned areas for each year of college to a maximum of four years; or be an employee with current continuous experience in the state classified service that includes the equivalent of 18 months of full-time experience as an emergency management operations officer; or be an employee with current continuous experience in the state classified service that includes the equivalent of 36 months of full-time experience as a local emergency management assistant.

Visit [www.madisoncoia.us](http://www.madisoncoia.us) for an application and job description or contact Human Resources at 515.462.5026 or [bmiller@madisoncoia.us](mailto:bmiller@madisoncoia.us). Deadline to submit applications is **Thursday, January 18, 2021 at 4:00 p.m.** Send application and resume to:

Madison County Human Resources

PO Box 152

Winterset, IA 50273

Madison County is an Equal Opportunity Employer

POSTED: 01/08/2021

**Madison County, Iowa**  
**Position Description – Emergency Management Coordinator**

**Position:** Emergency Management Coordinator      **Reports to:** Emergency Management Commission

**Department:** Emergency Management

**Effective Date:** December 1, 2016

**FLSA:** Exempt

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**General Summary**

Under administrative direction of the Emergency Management Commission, responsible for the development of the comprehensive emergency plan, coordination of emergency planning activities, and technical assistance to political subdivisions and school districts when an emergency or disaster occurs.

The Emergency Management Commission is authorized by Iowa Code 29C and Iowa Administrative Code 605-7. The commission is comprised of the Mayor of each municipality, or their representative, the sheriff and a member of the County Board of Supervisors or their representative.

**I. Essential Functions**

**A. Comprehensive Emergency Plan**

1. Coordinates the development and maintenance of plans, policies, and procedures for natural and technological hazards that may potentially impact the County such as hazardous materials, severe weather, flooding and threats to public safety.
2. Responds to disaster or emergency incidents 24 hours a day/7 days a week.
3. Conducts emergency/disaster exercises and completes reports for submittal to State Homeland Security and Emergency Management.

**B. Coordination to Emergency Planning Activities**

1. Coordinates planning and organization of disaster and emergency preparedness activities including training, exercises, and public outreach.
2. Assists emergency response agencies and government officials achieve their goals of communication, education, training and mutual aid assistance.

**C. Technical Assistance to Political Subdivisions**

1. Operates as the primary responder for Madison County Office of Emergency Management.
2. Provide coordination and assistance to the governing officials of the political subdivisions comprising the Madison County Emergency Management Commission when an emergency or disaster occurs.
3. Responsible for maintaining agency owned equipment, including but not limited to, vehicles, trailers, and radio equipment.
4. Actively monitors information sources and prepares reports for situational awareness on weather and hazardous conditions that may affect stake holders in the County

**D. Madison County Office of Emergency Management**

1. Provides day to day management for the County's Office of Emergency Management with general oversight by the Madison County Emergency Management Commission.
2. Independently interviews and hires all employees of the Madison County Office of Emergency Management when positions have been approved and authorized by the Madison County Emergency Management Commission.
3. Independently supervises all employees of the Madison County Office of Emergency Management by coordinating scheduling, providing daily assignments and direction, issuing discipline and terminating employees.

## **E. Additional Functions**

1. Prepares and implements departmental budget and monitors expenditures to ensure compliance with approved budget.
2. Supervises the ordering, receiving, storing and issuance of supplies and equipment for emergency management use.
3. Maintains general office files and account records.
4. Provides minutes and public notices of commission meetings.
5. Operates a variety of equipment and tools associated with emergency management activities which include a motor vehicle, radio communication, personnel protective equipment, audio/visual equipment, and general office equipment.
6. Attends and seeks continuing education and professional development at meetings, schools, and seminars.
7. Maintains annual State of Iowa County Emergency Management Commission Compliance Standards.
8. Performs general/clerical tasks not performed by others in the Madison County Office of Emergency Management.
9. Monitors and complies with applicable federal and state laws.
10. May perform other duties as designated by the Madison County Emergency Management Commission.

## **II. Education / Experience / Qualifications**

- A. Must comply with Iowa Code 29C and State Administrative rule 605-7.4 (3), 605-7(4)

## **III. Licensing and Certification**

- A. Valid Iowa driver's license
- B. As required by the Emergency Management Commission

## **IV. Knowledge / Skills / Abilities**

### **A. Knowledge**

1. Experience in or knowledge of the principles of emergency management.
2. Familiarity with state and federal programs, policies, laws and authorities related to emergency management.
3. Working knowledge of public policy development and the County's role in the state system.
4. Leadership experience in prior disasters; understanding of the disaster declaration processes.

### **B. Skills**

1. Personal
  - a. Ability to work with elected officials at all levels of government.
  - b. Experience in strategic planning, organizational development, and financial management.
2. Technical
  - a. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form with several variables.
3. Organizational
  - a. Ability to coordinate across organizations and agencies and among different levels of government, and work with the private sector.

- b. Demonstrated ability of problem solving and successful decision-making, especially during crisis and rapidly changing situations.

**C. Abilities**

- 1. Effectively communicate verbally and in writing
- 2. Establish cooperative and professional working relationships with other County employees, public officials, department heads, vendors and the general public
- 3. Apply concepts of basic algebra and calculate figures and amounts

**V. Physical Requirements and Work Environment**

- A.** While performing the duties of this job, frequently required to sit, stand, walk, bend, push, pull or lift, climb and balance, stoop, kneel, and reach with arms and hands; occasionally required to exert a force of up to 100 pounds
- B.** While performing the duties of the job, occasionally exposed to outside weather conditions, moving mechanical parts, fumes or airborne particles, toxic chemicals, risk of electrical shock or radiation

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Department Head or Elected Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date