



Page County Emergency Management Agency
210 N. 17th Street
Clarinda, Iowa 51632
Office: 712.850.1040

JOB DESCRIPTION

POSITION TITLE:	EMERGENCY MANAGEMENT DIRECTOR
REPORTS TO:	EMERGENCY MANAGEMENT COMMISSION
CLASSIFICATION:	FLSA EXEMPT
GRADE:	HOURLY

PURPOSE OF POSITION:

At the administrative direction of the Page County Emergency Management Commission, performs highly responsible professional, administrative, and managerial work directing the activities of the Page County Emergency Management Agency. Plans, directs, coordinates, evaluates, and monitors the activities of the Page County Emergency Management programs, staff and volunteers; establishes program objectives with municipal, County, State, and Federal Officials.

ESSENTIAL FUNCTIONS:

1. Plans/directs the operations of the department including the promulgation of operating rules, efficient use of personnel/equipment, procurement of materials, supplies, and equipment and maintenance of adequate records.
2. Supervises and evaluates the work of staff; effectively recommends actions related to selection, performance review, scheduling and discipline; administers personnel and related policies and procedures.
3. Develops and oversees preparation/administration of the departmental budget and strategic plans; assures proper allocation/accountability for expenditures of funds.
4. Consults with Federal, State, County, and municipal officials to establish program objectives; prepares project applications, progress reports, and other documents required for state/federal assistance in Emergency Management activities.
5. Prepares, maintains, and is responsible for the execution of the County's emergency/disaster plans and evacuation plans.
6. Promotes public awareness of disaster preparedness through contact with the general public and news media.
7. Maintains the Emergency Operating Center, supervises emergency management staff; assists all emergency units in the county.
8. Supervises the planning, preparation, and management of the annual budget for the local, state, and federal emergency management agencies.
9. Coordinates public warning systems and promotes the maintenance/expansion early warning and emergency public information systems.

10. Prepares recommended statutes, ordinances, and resolutions in pursuance of emergency management objectives; develops plans/exercises as required by federal/state mandates designed to test operational procedures during extreme emergencies/disasters; assists departments in preparing for their roles in disaster operations; oversees/prepares billings/purchasing/contract requirements for Hazardous Materials Response to applicable jurisdictions.
11. Performs related duties as may be required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of local, state, and federal laws/regulations pertaining to emergency management.
- Considerable knowledge of the policies applicable to local emergency management programs.
- Considerable knowledge of emergency management organization, objectives, project planning procedures/ requirements.
- Knowledge of the principles/practices of public administration with reference to departmental personnel/budget administration.
- Knowledge of hazard identification/risk assessment.
- Knowledge of policy development/implementation, program evaluation, and coalition building.
- Knowledge of communication systems, frequencies, and equipment capabilities.
- Knowledge of basic accounting principles/practices.
- Skill in public speaking.
- Skill in the operating of a personal computer/related software.
- Ability to meet tactfully/effectively with public officials and the public and to present ideas clearly/ concisely in oral and written form.
- Ability to develop/maintain emergency operation/evacuation plans, direct the use of resources, and coordinate emergency operations under extraordinary circumstances. Ability to exercise good judgment in evaluating situations/making decisions.
- Ability to coordinate with agencies at all levels of government.
- Ability to analyze the effectiveness of the department and to correlate its development/changing conditions.
- Ability to plan, assign, and direct the work of staff and project teams.
- Ability to provide leadership/maintain harmonious relations in the department and in public.
- Ability to make oral presentations.
- Ability to prepare accurate reports.
- Ability to establish/maintain effective working relationships/rapport, with co-workers, other departments, other governmental agencies, public officials at all levels of government, the private sector, and the general public.
- Ability to work non- standard hours in order to attend meetings, participates in scheduled activities, and responds to actual emergencies.
- Ability to obtain/maintain a valid Driver's License issued by the State of Iowa

TRAINING AND EXPERIENCE:

- Graduation from an accredited four-year college/university in a related field, and
- Five years of responsible experience in emergency management, public or business administration, public relations, military preparedness, or related work, or
- An equivalent combination of education and experience, substituting one year of experience in the aforementioned areas for each year of college to a maximum of four years.

SPECIAL REQUIREMENT:

- A criminal background check may be required.
- 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; may require extended absences from home.
- Must reside within Page County.

CERTIFICATION:

Within two years of appointment must successfully complete the professional development series of courses as prescribed by the Federal Emergency Management Agency and successfully obtain the Certified Emergency Management Coordinator certificate from the Iowa Emergency Management Association.