

Job Description

Under the general guidance of the Director of Emergency Management, this position performs specialized duties in support of the county's emergency management operations.

Job Duties

- The Emergency Management Specialist provides subject matter expertise and leadership in the emergency management program's operational area of focus.
- Provides technical and management support to local jurisdictions during crisis events in lieu of the Emergency Management Director as needed.
- Corresponds with local, state, and federal officials to promote information sharing, collaboration, administration, and risk management.
- Assists in the coordination of emergency related activities during a declared or non-declared significant event; coordinates and requests activation of state and federal programs as needed based on impact.
- Develops risk profiles and threat assessments as directed and prepares factual technical information for reports.
- Serves as Duty Officer for the agency and provides subject matter expertise to jurisdictions requiring assistance during emergency incidents. Develops reports or threat profile information for distribution to partners.
- Develops and maintains contacts with appropriate partners for cross discipline planning and response within the countywide comprehensive emergency plan. Coordinates planning efforts with the Director for integration into the Comprehensive Emergency Plan.
- Corresponds and develops media for delivery in person, electronically, or by social media with government, industry, and citizens to effectively communicate risks and provide modes of risk reduction to the community.
- Supports the annual review of hazard mitigation plans as directed by the Director and provides technical support for mitigation projects and supports the annual review of hazard mitigation plans as directed by the Director.
- Facilitates the development and implementation of the training and exercise program, including providing training and developing exercises.
- Monitors and maintains a dynamic threat profile and responds to requests as necessary during off-work hours.
- Performs related duties.

Qualifications

EDUCATION/EXPERIENCE

- Associate's Degree in Emergency Management, Project Management, or a related field.
- Two years Emergency Management or Project Management experience preferred.

- Possession of, or ability to obtain, valid Iowa Driver's License.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of emergency management principles and practices.
- Knowledge of relevant local, state and federal laws.
- Knowledge of federal, state and local emergency management agencies.
- Knowledge of computers and job-related software programs.
- Knowledge of public information principles and practices.
- Knowledge of the Incident Command System.
- Skill in analyzing data and preparing reports.
- Skill in the development and provision of training.
- Skill in problem solving.
- Skill in responding effectively to emergency situations.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

Supplemental Information

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee frequently lifts light and occasionally heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The work may require the use of protective devices, such as masks, goggles, gloves, etc.
- **Must live within 40 minutes of EOC located at 115 N. Howard St. Indianola, Iowa 50125**
- **County take home vehicle provided.**

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Position starts at \$33.44/hour or \$69,555.20/year without overtime.