

**POSTING DATE: June 16, 2017**

**Assistant Emergency Management Office Coordinator**

**DEPARTMENT:** Buchanan County Emergency Management Homeland Security

**DUTIES:** Under the general supervision of the Emergency Management Coordinator; provides administrative support and assistance for the department in the areas of administration, operations, training, and related technical issues as described in Chapter 29 C of the Iowa Code, Chapter 7.

**QUALIFICATIONS:** High School Diploma or GED, and two or more years of professional related experience in emergency management, fire service, community organizing, or related area; Or Certified through the Iowa Emergency Management Association (IAEMA)

**STATUS:** Part-Time Non-Exempt At-Will Position without benefits, and generally work less than twenty (20) hours per week during a seven day period.

**Hourly Wage:** Based on experience and qualifications

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**Submit resume, references, and a signed Buchanan County Employment Application and job description to:**

**Buchanan County Auditor's Office  
% Emergency Management  
210 5th Avenue NE  
PO Box 317  
Independence, IA 50644**

**The Buchanan County Employment Application and a full job description of the position can be obtained through the Buchanan County Auditor's Office or online under the link for Employment Opportunities at: <http://www.buchanancountyiowa.org>.**

**Applications will be accepted until 4:30 p.m. on Friday, July 7, 2017.**

Buchanan County is an Equal Opportunity Employer (EOE).  
It is the policy of Buchanan County to comply with the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA).



**Job Title: Assistant Emergency Management Office Coordinator**

**Division/Department: Buchanan County Emergency Management Homeland Security**

**Reports To: Emergency Management Coordinator**

**Date: June 16, 2017**

**Revision History: 1**

**Revision Class: New**

Full-time

Volunteer

Exempt

Part-time

Nonexempt

**POSITION SUMMARY:**

Under the general supervision of the coordinator; provides administrative support and assistance in the areas of administration, operations, training, and related technical issues for the Buchanan County Emergency Management Homeland Security in emergency management and homeland security programs as described in Chapter 29 C of the Iowa Code, Chapter 7.

**ESSENTIAL JOB DUTIES**

- Assists with the development and maintenance of plans, policies, and procedures to meet numerous natural and technological hazards that could potentially affect the County.
- Assists with the planning, organization, and coordination of disaster preparedness activities.
- Performs administrative office support for the Emergency Management department to create efficient customer service between the department and the community. Assist the department in developing, monitoring, and reporting of; but not limited to: fielding telephone calls, receiving and directing visitors, creating spreadsheets and presentations, filing and scanning documents, preparing invoices for payment, and monitors expenditures to ensure compliance with approved budget.
- Researches information, prepares correspondence, develops and prepares required forms, reports and other documentation as requested.
- Records and transcribes meeting minutes for various associations and committees that are supported by the emergency management agency.
- Maintains general office files, reference materials, and account records in compliance with federal, state, and local requirements.
- Ability to work non-standard office hours; including attendance of evening meetings, and in response to emergency events.
- Must pass a thorough fingerprint background search conducted by local, state, and national files.
- Must maintain a valid State of Iowa Commercial Driver's License, Class A and be insurable under the County's guidelines.
- While performing the duties of this job, the employee must routinely lift/carry or push/pull up to thirty (30) pounds, and will be required to safely climb, balance, walk or stand for an extended time period, stoop, kneel, crouch, crawl, reach, run, grasp, and perform other job related physical demands.

**INCIDENTAL JOB DUTIES**

- Any other duties as assigned or required by the Emergency Management Director
- Assists in time of a disaster by performing miscellaneous tasks as directed.
- Attends safety training, continuing education, conferences and workshops, etc. to keep current and up-to-date with local, state, and federal laws and regulations.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Ability to display a high level of initiative, effort, attention to detail, and commitment towards completing

assignments efficiently with minimal supervision.

- Ability to think and respond promptly during tense and stressful situations, to maintain composure while working under pressure and adapt quickly to change.
- Ability to establish and maintain professional and effective working relationships with staff, county departments, general public, volunteers, EMA commission, and outside agencies/organizations.
- Ability to manage multiple projects with demanding and competing deadlines, excellent organizational skills, and the ability to maintain a quality work place in a diverse, fast paced, stressful and changing environment.
- Ability to receive and follow directions either verbally or orally and with proficiency and accuracy, to express ideas and make presentations.
- Ability to collect, compile, analyze, and utilize statistics, studies, and surveys, to read and interpret maps, safety rules, and procedure manuals.
- Basic knowledge of the concepts of comprehensive emergency management.
- Knowledge of local, state, and federal laws and regulations pertaining to emergency management and emergency planning.
- Knowledge of communications systems, frequencies, equipment capabilities, antenna systems, and federal communications commission regulations.
- Knowledge of basic office practices, bookkeeping and accounting principles, and the ability to operate a variety of standard office equipment such as; **but not limited to:** computers and various software applications to enter, retrieve, review or modify data, multi-line telephone, copier, facsimile, postage meter, printers, shredder and calculator.
- Knowledge of lifesaving and first aid methods and techniques.

#### **ENTRY REQUIREMENTS**

**Education/Training/Work Experience:** High school diploma or GED;

And,

**Work Experience:** Two or more years of professional related experience in emergency management, fire service, community organizing, or other related area; Or Certified through the Iowa Emergency Management Association (IAEMA).

**Preferred Education and Experience:** Graduation from an accredited two-year college or university with a degree in communications, education, emergency management, business administration, public administration, or a related field.

Or,

An equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

#### **Required licenses, registrations, and certifications**

- Completion of FEMA (Federal Emergency Management Agency) Independent Study-100, 200,700 and 800 within one (1) year of employment.
- Possession of a valid State of Iowa Commercial Driver's License, Class A or State of Iowa Driver's License with the ability of obtaining a Class A CDL within thirty (30) days, and be insurable under the County's guidelines.
- Must pass a thorough fingerprint background search conducted by local, state, and national files.
- Certified or receive CPR certification within the first six (6) months of employment.

**Required post-offer physical examinations**

- Must meet all requirements as outlined in the County's employee handbook
- Must successfully complete a physical examination
- Up-to-date or willing to become up-to-date with immunizations according with the requirements of the department.

**Required drug testing:** Drug testing shall be required as allowed by state law.

**Residency requirement:** None

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of this job, the employee is frequently required to sit for an extended period of time; frequently turning/twisting body, and bending; is occasionally required to stand and walk for an extended time period. Is frequently required to use hand to finger manual dexterity, handle, or feel objects, tools or controls; reach with hands and extend arms; talk and hear conversations clearly. The employee must routinely lift/carry or push/pull up to thirty (30) pounds, and will be required to safely climb, balance, stoop, kneel, crouch, crawl, reach, run, grasp, and perform other job related physical demands.
- *Specific Vision Abilities:* the employee will be monitoring activity daily on computer screens, and will be reviewing a wide variety of materials in electronic or hard copy form which will require close and distance vision, color, peripheral and depth perception, and the ability to adjust focus.
- *Work Environment:* While performing the duties of this job the work is conducted primarily indoors; however, during emergency situations work is conducted outdoors so the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate to high.

**HOURS OF WORK:** This is a part-time position without benefits that generally work less than twenty (20) hours per week during a seven day period. May be required to work additional hours or to change hours with minimal notice because of operational needs.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the Commission.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.
4. The Emergency Management Commission reserves the right to change or reassign job duties or combine positions at any time.
5. The Emergency Management Commission and Buchanan County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

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Emergency Management Director Signature

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Employee Signature

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Date

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Date