



**Human Resources Department
Linn County, Iowa**

Lisa Powell – Human Resources Director
Diane Losch – Human Resources Assistant
Amy Vermie – Human Resources Assistant
Kirsten Nelson – Human Resources Coordinator
Brandon Johnson – Human Resources Culture Coordinator
Denise Vander Sanden – Human Resources Clerical Specialist

Jean Oxley Public Service Center
935 Second Street Southwest
Cedar Rapids, Iowa 52404-2100

November 13, 2017

MANAGEMENT VACANCY

**EMERGENCY MANAGEMENT COORDINATOR
LINN COUNTY EMERGENCY MANAGEMENT COMMISSION**

SALARY RANGE: Minimum - \$71,148 • Midpoint - \$85,579 • Maximum - \$112,411

This position reports directly to the Linn County Emergency Management Commission, an independent joint municipal-county organization with representation consisting of each Mayor within the County (18), a representative from the Board of Supervisors (1), and the Sheriff (1). This position is responsible for the duties and responsibilities of the Emergency Management Coordinator as described in Chapter 29C of the Code of Iowa and is a management position overseeing four employees. This position provides leadership, management and oversight and is responsible for the daily operation of the Emergency Management Agency. The Coordinator will work in cooperation with city, county, and national agencies to provide the delivery of emergency management coordination, planning, training and exercising. The Coordinator will administer the personnel policies and procedures, and collective bargaining contract as adopted by the Linn County Emergency Management Commission. Linn County, Iowa has a population of approximately 220,000 and covers 720 square miles, located in east central Iowa. The County has 18 incorporated municipalities, the largest being the City of Cedar Rapids. The population of the Cedar Rapids, Marion, Hiawatha, and Robins metropolitan area is approximately 160,000. Iowa's only nuclear power plant resides within Linn County.

ESSENTIAL FUNCTIONS:

- Supervises staff (one (1) Administrative Assistant and three (3) Emergency Management Specialists) and manages the operations of the Agency.
- Coordinates all activities of the Agency's Emergency Operations Center.
- Responsible for the fiscal activities and grant reporting of the Agency to include preparation, presentation, and submittal of an annual operating budget as required by Chapter 29C, Code of Iowa.
- Coordinates emergency management activities with local support agencies, the Local Emergency Planning Committee (LEPC), local and state public safety agencies to include the 911 Service Board, and the Duane Arnold Energy Center.
- Develops and maintains liaisons with municipalities, county departments, and similar entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.
- Designs, administers, or arranges for emergency or disaster preparedness related training courses.
- Acts as liaison and counsel to other departments, agencies, and jurisdictions to ensure compatibility of existing emergency plans and procedures.
- Coordinates the review, implementation, and maintenance of the Commission's multi-hazard emergency operations plan (EOP) as required by Iowa Homeland Security and Emergency Management Department (HSEMD).
- Provides emergency preparedness information and presentations to the public and private sectors.

www.linncounty.org

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Emergency Management Coordinator

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- Establishes and maintains a volunteer program that emphasizes required training in emergency management.
- Inspects facilities and equipment, such as emergency management centers and communications equipment, to determine their operational and functional capabilities in emergency situations.
- Maintains, monitors, tests, and documents the operational status of the communications and warning network.
- Attends required training as required by the Iowa Code and Administrative Rules.
- Coordinates review of the multi-jurisdictional hazard vulnerability study and recommends necessary mitigation techniques to the appropriate jurisdiction.
- Participates in exercise activities as required by local, state, and federal mandates.
- Establishes disaster plans and provides specialized training in disaster control functions.
- Works with other jurisdictions and Iowa HSEMD, participates in training, planning activities, and public relations and other activities associated with the Radiological Emergency Response Program.
- Prepares various reports and correspondence as required by local, state and federal agencies.
- Manages local, state and federal grant programs that support emergency management activities and functions.
- Provides administrative and fiscal oversight to the Linn County Regional Hazardous Materials Team.
- Performs all other related work as required by the Emergency Management Commission.

QUALIFICATIONS:

- Graduation from an accredited four-year college or university and two years of responsible experience in emergency management, public or business administration, public relations, military preparedness or related work required; 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 maximum of two years; or have an equivalent combination of experience and education, substituting one year of experience in the aforementioned area 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 an emergency management assistant.
- Must be a Certified Emergency Manager (CEM) as awarded by the Iowa Emergency Management Association, or be able to earn the IEEMA-CEM certificate within two years of employment.
- Must have completed the Federal Emergency Management Agency (FEMA) Professional Development Series (PDS), or be able to complete it within two years of employment.
- Must maintain all certifications and annual minimum training as required for the position by the Code of Iowa.
- Possess knowledge of local, state, and federal laws and regulations pertaining to emergency management.
- Knowledge and experience in Radiological Emergency Planning for Nuclear Power Plants is preferred.
- Possess an understanding of communication systems, frequencies, and equipment capabilities.
- Possess knowledge of basic accounting principles and practices.



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- Possess the ability to express oneself clearly and concisely, both orally and in writing.
 - Possess the ability to establish and maintain effective working relationships with employees, public officials, and the general public.
 - Possess the ability to prepare and present accurate reports.
 - Possess the ability to write plans, direct the use of resources, and coordinate emergency operations under extraordinary circumstances.
 - Possess the ability to exercise good judgment in evaluating situations and making decisions.
 - Possess the ability to coordinate with agencies at all levels of government.
 - Possesses knowledge of and ability to operate office software programs such as Microsoft Office products, (Word, Excel, Access, Power Point) or other similar office products.
 - Ability to operate vehicles of various sizes and operate vehicles while towing trailers.
 - Ability to occasionally lift items of moderate weight (20-49 lbs). Ability to rarely move/lift items of heavy weight (>50 lbs).
 - Residency within a twenty mile radius of Linn County Emergency Management Agency/EOC prior to end of probation (extension or exemption may be granted with approval of Commission).
 - Must have a valid Iowa Driver's License within 30 days of job acceptance.
 - Must pass an acceptable criminal background check.
 - Must pass a post-offer, pre-employment physical examination that includes a drug test.
 - Must pass an acceptable credit history check.
 - Regular work attendance required.
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DEADLINE: Tuesday, November 28, 2017

APPLY AT: www.linncounty.org (Job Opportunities)

