

Clinton County, Iowa

Clinton County Emergency Management Agency

Operations Officer Job Description

Job Title: Operations Officer	Job Code: N/A
Department: Emergency Management Agency	Pay Grade: \$48,000 to \$68,000
Reports To: Emergency Management Coordinator	FLSA: Exempt

SUMMARY

Contributes to the efficient and productive operation of the Emergency Management Agency (EMA) by performing responsible emergency response duties and assists in the organization and supervision of all EMA volunteer personnel. Manages the budget and scheduling for the Medical Examiner Investigators for Clinton County. The Operations Officer is available for 24 hour response during emergencies and periods of activation.

Essential Job Duties and Responsibilities:

- Administers programs assigned to the Operations Officer position. Operates autonomously to insure that programs are maintained or grown.
- Responds to the Clinton County Emergency Operations Center, which may be staffed 24 hours a day during emergency conditions, in order to support operations.
- Operates as the primary responder for the Emergency Management Agency in the absence of the Coordinator and shares "On-Call" responsibilities with the Coordinator.
- Is responsible for monitoring and administrating the maintenance program for Agency owned equipment including, but not limited to, vehicles, trailers, Drone equipment, Stop the Bleed equipment, moulage supplies and outdoor warning sirens.
- In charge of the budget, schedule, billing, and oversight of equipment maintenance for the Clinton County Medical Examiner Investigators.
- Assists in the supervision of all Volunteer, Registry and Contract Personnel.
- Assists in the development and maintenance of plans, policies, and procedures to address numerous natural and technological hazards that could potentially impact the County. Primary planning focal points include a nuclear fueled power plant, hazardous materials, severe weather, floods, and threats to public safety.

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- Participates in on-call rotation by telephone or radio to assist in Emergency Management operations. Ability to work nonstandard office hours including attendance of evening meetings, and real or simulated emergencies as required including after duty hours recall.
- Completes exercise reports for submittal to the State Homeland Security and Emergency Management Division.
- Prepares Situation Reports during periods of Emergency to be distributed to stakeholders in the community.
- Actively monitors information sources for upcoming weather and hazard conditions.
- Gives presentations on Emergency Management related topics to a variety of interested groups.
- Prepares and creates accurate and informative training materials.
- Conducts facility safety assessments at the request of community organizations.
- Administers resource management activities; maintains current records of available resources, such as volunteer workers, equipment, community organizations, government agencies, supportive businesses, emergency/grant funding, facilities, or other resources.
- Provides recommendations for the preparation and implementation of departmental budget, and ensures compliance with approved budget.
- Prepares or completes various forms, reports, correspondence, lists, schedules, emergency plans, policies, procedures, budget documents, press releases, training programs and/or exercises, emergency response assessments, reference/resource materials, or other documents.
- Analyzes various forms, reports, correspondence, emergency plans, policies, procedures, budget reports, invoices, emergency response assessments, hazardous materials reports, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains said items as appropriate.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs.
- Maintains general office files, account records, personnel records and a variety of other records.
- Maintains proficiency with a variety of equipment and tools associated with emergency management activities, which may include a motor vehicle, radio communications equipment, personal protective equipment, various emergency

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equipment, audio/visual equipment, or general office equipment. Recommends replacement or need for innovation as necessary.

- Communicates with county officials, employees, volunteers, other departments, other municipalities, other emergency agencies, public safety agencies, medical providers, government agencies, community organizations, local businesses, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Analyzes, recommends, and maintains expertise in computer and peripheral hardware, GIS mapping technology, network operations, emergency operation databases, and other technology resources in conjunction with County Technology Personnel in order to effectively deploy such tools as needed in the fulfillment of Agency objectives.
- Assist in the planning, organization, and coordination of disaster preparedness activities including training, exercises, and public outreach events.
- Attends and seeks continuing education and professional development at meetings, schools and seminars.
- Performs other related duties as assigned by the Emergency Management Coordinator.

Minimum Qualifications Requirements - (Education and Experience):

- A Bachelor's Degree (or higher) from an accredited college/university.
- **and** two (2) years of emergency services, or related work experience – e.g. experience in Emergency Medical Services, Law Enforcement, Fire Fighting, Emergency Management, disaster services, or military preparedness.
- **or** any combination of education and experience with two (2) years of experience substituting for each year of education up to ten (10) years of applicable experience and no college/university education.

Additional Preferred Qualifications:

- ICS 100, ICS 200, ICS 700, ICS 800 (These classes can be taken online at <http://training.fema.gov/IS/crslist.asp>.)
- ICS 300 and ICS 400 (can only be taken in person)

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Ability to earn the IEMA-CEM certificate after hire:

- The Iowa Certified Emergency Manager (IACEM) designation is awarded by the Iowa Emergency Management Association. (For more information on the IACEM visit <http://www.iowaema.com/index.php/iacem>.)

Minimum Qualifications – (Knowledge, Skills and Abilities)

Supervisory Ability:

- Ability to effectively oversee and direct the work of others.
- Ability to work well with people from a variety of agencies and backgrounds.

Universal Knowledge and Ability:

- Ability to act as an EMA responder to large scale emergencies and disasters.
- Knowledge of potential resources available for use in disaster and emergency situations.
- Ability to travel to attend professional development training, seminars, or programs as offered each year within the State or outside the State as necessary and be able to be away over night or for several days as required.
- Ability to attend public meetings, public hearings, training sessions, or other committee meetings as necessary at night or on weekends as scheduled to support emergency management activities.
- Ability to operate vehicles of various sizes and operate vehicles towing trailers.

Office Knowledge and Ability:

- Demonstrated ability to utilize personal computers and various software applications including but not limited to; electronic spreadsheet, word processing, calendar/scheduling programs and department specific software packages.
- Knowledge of general budgeting, bookkeeping, and accounting procedures in a computer related database and spreadsheet program.
- Ability to maintain security and confidentiality of information.
- Ability to identify priorities and organize work to ensure tasks are completed accurately and within a timely manner.
- Ability to type proficiently.

Language Ability:

- Ability to utilize effective verbal, written and listening communication skills and to communicate effectively, and professionally during emergency situations.

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- Ability to understand local, state, and federal laws, regulations, principles, and practices pertaining to emergency management, disaster preparedness, emergency planning, and recovery operations.
- Ability to develop appropriate relationships and use tact and professionalism when working with all levels of county employees, the public and various outside agencies.
- Ability to read, analyze, and interpret documents such as governmental regulations, emergency safety rules, miscellaneous operating instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups, present information and respond to questions from groups.

Reasoning Ability:

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to exercise sound judgment, evaluate emergency situations, and make responsible recommendations on necessary courses of action.
- Ability to develop and use initiative and imagination in emergency and disaster situations.

Work Environment: Work for this position is performed primarily in a typical climate controlled office environment, where there is protection from weather conditions but not necessarily temperature changes. Occasional functions may require exposure to adverse environmental conditions, such as humidity, rain, fumes, temperature extremes, traffic hazards, bright/dim light, toxic agents, or hazardous materials.

Physical Demands:

- Sitting/Standing: Remaining in the seated position or on one's feet in an upright position for long periods of time.
- Walking: The worker needs to occasionally move about inside the office to access file cabinets, office machinery, and supplies. The worker also needs to occasionally move to other meeting locations. Rare instances of walking long distances on uneven surfaces.
- Lifting: Occasionally raising or lowering an object from one level to another (includes upward pulling) up to 35 lbs.

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- Carrying: Occasionally transporting an object, usually holding it in the hands or arms, or on the shoulder.
- Fingering/Handling: Frequently seizing, holding, grasping, turning, picking, pinching, or otherwise working with hand, hands, or fingers (e.g. operating a computer and other office machinery, preparing written materials for public distribution).
- Talking: Frequently expressing or exchanging ideas by means of the spoken word to impart oral information to others, including members of the public, and to convey detailed spoken instructions to others accurately.
- Hearing: Frequently communicating with others, including members of the public. Must be able to interpret questions and exchange accurate information in these situations.
- Vision: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; extensive reading; and determining the accuracy, neatness, and thoroughness of the work assigned. Some tasks require the ability to perceive and discriminate colors or shades of colors.
- Climbing, Balancing, Stooping, Kneeling, Crouching or Crawling – Occasionally

Certificates, Licenses, Registrations:

- Must possess a valid driver's license.

Supplemental Information:

- Must live within a **30-minute** response range from the Clinton County EOC within 6 months of hire.
- Must have access to reliable transportation, including during the work day.
- The Operations Officer is not eligible to take on call or take shifts as a Medical Examiner Investigator.
- Per Iowa administrative code 605 chapter 7 "Any employee of an organization for emergency management shall not become a candidate for any partisan elective office. However, the employee is not precluded from holding any nonpartisan elective office for which no pay or only token payment is received."

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NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.