

Clinton County, Iowa

Clinton County Emergency Management Agency

Deputy Coordinator Job Description

Job Title: Deputy Coordinator	Exception: Add \$10,000 to band-
Department: Emergency Management Agency	Pay Band: B24
Reports To: Emergency Management Coordinator	FLSA: Exempt

SUMMARY

Under the general supervision of the Emergency Management Agency (EMA) Coordinator, the Deputy EMA Coordinator assists in managing all aspects of emergency management programs. This position is expected to perform in all essential areas of the EMA Coordinator role and will assume all responsibilities of the EMA Coordinator in their absence. The Deputy EMA Coordinator participates in budgetary and planning functions across all emergency management programs, coordinates interagency preparedness and response efforts, and leads training and public education initiatives. Primary preparedness focal points include a nuclear fueled power plant, hazardous materials, severe weather, floods, and threats to public safety. This role also serves as a supervisor for assigned staff, either Medical Examiner (ME) Investigators or ME Transporters, and provides oversight for both groups as needed, ensuring effective program operations. Work requires availability during evenings, weekends, or holidays and in emergency activations to protect public safety, when assigned the role of Duty Officer. The Deputy EMA Coordinator will have access to a response vehicle when assigned the role of Duty Officer and will receive mileage reimbursement for any work-related travel in a personal vehicle.

Essential Job Duties and Responsibilities:

- Assumes the duties and decision-making authority of the Emergency Management Coordinator in their absence, providing coverage during emergencies or activations and ensuring continuity of operations. Shares in Duty Officer rotation with all other salaried EMA staff to provide 24/7 response coverage.
- Assists in planning, coordinating, and administering comprehensive emergency management programs in all mission areas (mitigation, preparedness, response, recovery). Develops, implements, and updates emergency operations plans, hazard mitigation plans, and related annexes in accordance with state and federal guidelines. Ensures compliance with all applicable laws, regulations, and policies related to emergency management.
- Assists in preparing and administering EMA and ME budgets and financial plans for various programs. Compiles budget requests, monitors expenditures, and maintains financial records to ensure cost-effective use of resources.

Clinton County, Iowa

Clinton County Emergency Management Agency

Deputy Coordinator Job Description

- Coordinates, designs, and evaluates emergency management training programs, drills, and exercise for staff, volunteers, and partner agencies. Delivers or facilitates training on emergency operations, ICS/NIMS, and community preparedness, and conducts after-action reviews to improve future responses.
- Assists the Coordinator with on-scene incident management and Emergency Operations Center (EOC) activities during emergencies, disasters, and planned events. Helps activate and staff the EOC, coordinates situational information and resource support, and may serve in an operational role (Emergency Support Function [ESF] or incident command staff) as needed.
- Responds to major emergency management incidents on a 24/7 on-call basis when assigned the role of Duty Officer and provides direct coordination of county response and recovery efforts. Prepares and disseminates timely incident reports and after-action reports following activations.
- Responds to death calls to support ME Investigators and ME Transporters as needed.
- Serves as a liaison and works in collaboration with local, county, state, and federal agencies to ensure unified emergency planning and response. Coordinates with law enforcement, fire services, EMS, public health, and community organizations to develop integrated plans and to organize effective disaster response and recovery operations.
- Assists in operating emergency warning systems and serves as point of contact for National Weather Service warnings and other emergency alerts within the county.
- Provides direct supervision to assigned personnel and program areas. Acts as the primary supervisor for either ME Investigators or ME Transporters (as assigned), while remaining capable of supervising both groups when necessary. Also supervises volunteers in the Community Emergency Response Team (CERT) program.
- Conducts hazard vulnerability analyses and risk assessments to advise officials on potential threats. Assists in maintaining inventories of emergency equipment and supplies and coordinates resource management and logistics before, during, and after emergencies.
- Prepares various reports, correspondence, and documentation related to emergency management programs. This includes drafting meeting agendas and minutes for various committees, maintaining records (e.g. incident logs, training records, Tier II hazardous materials filings), and updating standard operating procedures.

Clinton County, Iowa

Clinton County Emergency Management Agency

Deputy Coordinator Job Description

- Attends and participates in relevant meetings, workshops, and professional conferences to maintain subject matter expertise and to keep current on best practices. Assists the Coordinator in ensuring EMA meets all state and federal planning and program requirements.
- Performs other job-related duties within the scope of the position as required or assigned.

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. Experience in Emergency Management is preferred.

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)

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.
- Ability to supervise employees and volunteers.

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 disasters and emergencies.

Clinton County, Iowa

Clinton County Emergency Management Agency

Deputy Coordinator Job Description

- 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 overnight or for several days as required.
- Ability to attend public meetings, training sessions, or other meetings as necessary at night or on weekends as scheduled to support EMA activities.
- Ability to operate vehicles of various sizes and operate vehicles towing trailers.
- Ability to adhere to policy
- Ability to uphold a positive image of Clinton County EMA.

Office Knowledge and Ability:

- Demonstrated ability to utilize personal computers and various software applications including but not limited to; electronic spreadsheets, word processing, calendar/scheduling programs, and department-specific software packages such as reverse 911 alerting, weather radar, virtual emergency operations center, and credentialing & personnel tracking.
- 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 emergencies.
- 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.

Clinton County, Iowa

Clinton County Emergency Management Agency

Deputy Coordinator Job Description

- 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 emergencies 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:

- Standing or being stationary – Approximately less than 1/3 of on-the-job time.
- Walking or traversing – Approximately 1/3 of on-the-job time.
- Sitting or being stationary – Approximately greater than 1/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items– Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position oneself to move – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 35 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

Clinton County, Iowa

Clinton County Emergency Management Agency

Deputy Coordinator Job Description

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 or the borders of Clinton County within 6 months of hire.
- Must have access to reliable transportation, including during the workday.
- Must adhere to Iowa Administrative Code 605 Chapter 7.4(2) Political Activity
- The Deputy EMA Coordinator is not eligible to take on-call hours as an ME Investigator, nor are they eligible to receive the ME Investigator flat rate for responding to ME calls.
- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

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

Employee Signature: _____

Employee Printed Name: _____

Date: _____