**Emergency Management Assistant Coordinator**

**Union County Emergency Management Commission, 705 E. Taylor St., Creston, IA 50801**

**Telephone: 641-782-1622 Email:** [**coord@ucema.org**](mailto:coord@ucema.org)

**Applications due by May 17, 2023, by 4:30 P.M.**

**Summary of Position:** The purpose of this position is to ensure components of the emergency management system: know the threats to the jurisdiction, plan for emergencies, operate effectively in an emergency, and conduct recovery operations following a disaster.

The Assistant will have responsibility for coordinating all components of the emergency management system in the jurisdiction. The components consist of fire and police, emergency medical services, public works, communications, volunteers, and other groups which aid in the response, recovery, and mitigation practices. Union County Emergency Management Agency assists public officials, schools, hospitals, public health, business and industry, and the public to promote preparedness, disaster response and recovery operations and will encourage mitigation efforts.

**Job Duties:**

* Provides technical and management support to local jurisdictions during a crisis event 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 event 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 direct and prepares factual technical information for reports.
* Maintains contacts and communicates with appropriate partners for cross discipline planning and response as directed.
* Corresponds in person, electronically, or by social media with government, industry, citizens to effectively communicate risk and provide modes of risk reduction to the Community.
* Supports the annual review of hazard mitigation plans as directed by the Director.
* Provides training as directed; creates and evaluates exercises.
* Provides technical support for mitigation projects.
* Monitors and maintains a dynamic real threat profile and responds to requests as necessary during work hours.
* Performs related duties.

**Qualifications – Education and Experience**

* One to two years Emergency Management or a related field.
* Associate degree in emergency management or related field.
* Possession of, or ability to obtain a valid Iowa Driver's license and good driving record.

**Knowledge, Skills, and 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 computer 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 on 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 relationships
* Skill in oral and written communication with the and ability to express oneself clearly and concisely orally and in writing
* Ability to work under various conditions:
* Have a combined education and/or experience in emergency management or related field to satisfy Iowa Administrative Rules section 605, Chapter 7.4(3)j
* Work is typically performed under normal office conditions, however, may they be
* In adverse or environmental conditions or:
* Irregular work hours, or:
* Under significant pressure or:
* May involve physical demands or use of protective equipment.

**Physical Requirements and Work Environment**

* 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 protective devices, such as masks, googles, gloves, etc.
* Must live within 30 minutes of the Emergency Management Office at 705 E. Taylor St., Creston, IA 50801

The above statements are intended to describe the general nature of, and level of work performed by employees with 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 do this job.

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

**Part-time: Minimum of 20 hours per work week.**

**Compensation of $23.00 per hour – no benefits**

**Applications due: May 17, 2023, by 4:00 PM: Drop off at Union County Emergency Management Agency OR email to:** [**coord@ucema.org**](mailto:coord@ucema.org)