



Part Time Emergency Management Operations Officer

FLSA: Non-Exempt

Title: Iowa County Emergency Management Operations Officer

Reports to: Iowa County Emergency Manager

SUMMARY

Under general supervision, performs a variety of clerical and administrative duties in support of the office. Provides customer service and assistance to members of the public and other agencies and governmental entities.

ESSENTIAL FUNCTIONS -- *Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Performs cleaning and maintaining facilities, grounds, equipment, and apparatus; ensure that appropriate conditions are maintained at Iowa County Rescue and EMA facilities; ensure that all equipment and apparatus is in a constant state of readiness for emergency calls.
- Supports overall operations of Iowa County Emergency Management, Iowa County Rescue, and Iowa County Dive Team
- Participates in emergency management exercises, drills, and training. Assists with evaluations of effectiveness and efficiency of exercise and event responses. Enters data for After Action Reports and distributes content to appropriate agencies.
- Supports activation of Emergency Operations Center facilities, equipment, and operations.
- Assists with EMA's public communication including Web EOC, website, and social media updates and supports Public Information Officers.
- Assists with on-scene and emergency operations activities related to response/recovery operations in the event of a disaster, when appropriate.
- Collects and maintains documentation and keeps accurate records. Assists with completion of federal and state forms and activity report as required.
- Attends work-related meetings, conferences and seminars and maintains all certifications as required by the Iowa State Code 29C, Iowa Administrative Code 605 and all other sections of state and federal law that govern the delivery of emergency management services in Iowa County.
- Assist in the snow and ice removal operations and activities.
- Performs other related duties as assigned.

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines- Preferred

Associate degree in related field and one (1) year of emergency management experience; OR High school diploma or GED equivalent; AND three (3) years of emergency services experience; OR an equivalent combination of education, training, and experience.

Qualifications

- Knowledge of communications systems, frequencies, equipment capabilities, antenna systems, and federal communications commission regulations.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with other agencies, employees, volunteers, public officials, and the public.
- Understanding of grant writing or ability to obtain.
- Ability to work under various conditions: adverse environmental conditions, irregular work hours, and significant work pace pressure.
- Completion of required State, Federal, and NIMS training within two years of hire.
- Available to respond to emergencies during off hours.
- Residency must be within a reasonable response time.
- Valid Iowa Driver's License with a good driving record.
- Must be able to pass a comprehensive background check.

Skill in:

- Typing and entering data with speed and accuracy.
- Using a multi-line phone system.
- Preparing clear and concise reports.
- Maintaining accurate records and documentation.
- Maintaining and handling confidential and sensitive information.
- Work under stress and use good judgment in emergency situations.
- Operating a computer including standard software and some specialized software.
- Establishing and maintaining cooperative working relationships.
- Responding effectively and efficiently in deteriorating conditions.
- Working effectively both independently and as part of a team.
- Small Engines and equipment used for specialized rescue.
- CPR and First Aid

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- The physical demands of this position are considered to be: Heavy (50 to 100 pounds lifted/carried or force exerted occasionally; 25 to 50 pounds lifted/carried or force exerted frequently).

Compensation

\$22- \$26 Starting wage depending on qualifications and experience.

20 Hours per Week or 40 hours every 2 weeks

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