

Cedar County Emergency Management Position Description

Position Title: Director of Emergency Management Services

FLSA: Exempt

Immediate Supervisor(s): Chairman of the Cedar County Emergency Management Commission

Reporting Protocol: Cedar County Emergency Management Commission (The commission or joint commission is a municipality as defined in Iowa Code Section 670.1. The Commission shall model its bylaws and conduct its business according to guidelines provided in the state division's administrative rules.)

Purpose of the Position: The commission or joint commission shall appoint an emergency management coordinator/director who shall serve at the pleasure of the commission and shall be responsible for the development and maintenance of the countywide emergency operations plan, coordination of emergency planning activities and provide technical assistance to political subdivisions throughout the county. When an emergency or disaster occurs, the emergency management coordinator/director shall provide coordination and assistance to the governing officials of the municipalities and the county. The Mayors and the Board of Supervisors shall cooperate with the President of the United States and the heads of the armed forces and other appropriate federal, state and local officers and agencies and with the office and agencies of adjoining counties and states in matters pertaining to comprehensive emergency management for a city or county.

Primary Duties and Responsibilities: The primary duties and responsibilities of this position are emergency management and homeland security. In coordinating/managing these programs, the Director works with: Federal, State and County Jurisdictions; Non-Governmental Organizations (NGO); Corporate Officials. The Director shall collaboratively implement the County's Emergency Management System, Security Systems, and Emergency Communications Activities.

Duties Include:

- Provide leadership and organizational support for the program.
- Assist in developing and/or updating mitigation, response and recovery operations and strategies; plans and budgets in coordination with federal, state and local organizations.
- Assist in developing and/or updating Homeland Security assessments, strategies; plans and budgets in coordination with federal, state and local agencies and authorities.
- Consults with other departments, agencies and organizations on subjects related to emergency response, mitigation, preparedness, response and recovery.
- Assist in disseminating information through the Emergency Management Commission for local agencies, organizations and the general public

concerning disaster preparedness, response and emergency resource management.

- Coordinate specialized training for first responders in disaster control/response and conducts disaster training for all elements of local government. Training may include ICS courses, workshops, and exercises (including tabletop, functional and full-scale exercises).
- Maintains professional proficiency by participating in emergency management workshops, conferences and exercises at the local, state, regional and national levels.
- Prepares and presents annual budgets in accordance with Iowa Code 29C.17 as prescribed by the Cedar County Emergency Management Commission to cover emergency management expenses.
- Prepares and submits grants and related reports for federal, state, private and/or other funding as prescribed by the Emergency Management Commission.
- Prepares various reports and correspondence required by federal, state and local entities.
- Assists the Chair(s) of the Cedar County Emergency Management Commission by setting up meetings, preparing and mailing/emailing out notices, taking minutes, submitting claims, maintaining accounting, presenting and submitting budget and audit documents in accordance with Iowa Code.
- Maintains an inventory of County Emergency Management assets.
- Represents the Cedar County Emergency Management Commission at district and regional meetings and activities.
- Participates in a Local Emergency Planning Committee (LEPC) in accordance with Iowa Code.

Minimum Required Skills, Knowledge and Abilities:

Education/experience requirements shall be pursuant to Iowa Code Chapter 29C. Hands on experience in emergency management, homeland security or related fields preferred; demonstrated organizational and computer skills; the ability to organize people and programs, lead public meetings, establish effective working relationships with a wide variety of people, prepare accurate and timely reports; write grants and reports for the Emergency Management Performance Grant (EMPG); communicate effectively with the general public; maintain composure and make appropriate decisions under pressure. A valid State of Iowa Motor Vehicle Operator's License is required. Acceptance and participation of continued education requirements pursuant to Iowa Code 29C.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Cedar County Emergency Management Commission reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason; the Employer has a similar right.

Employee Signature

Date

Employer Signature

Date

The Cedar County Emergency Management Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the Employer.

Cedar County 911 Coordinator Position Description

Position Title: 911 Coordinator

FLSA: Exempt

Immediate Supervisor(s): Chairman of the Cedar County Joint 911 Service Board

Reporting Protocol: Cedar County Joint 911 Service Board, as established in joint agreement, entered into by political subdivisions within the Cedar County 911 Service Area as provided in Chapter 34A of the Code of Iowa, as amended in 1993.

Purpose of the Position: It is expressly agreed that the Cedar County Joint 911 Service Board exists for the sole purpose and function of serving the people living within the confines of the Cedar County 911 service area to provide for planning, development and implementation of 911 emergency communications services. Further, the board shall provide management and oversight of persons or persons employed for the furtherance of the Board's mission as the board shall determine. The aforementioned functions are managed, controlled and financed by the members hereof, through their designated voting as members of the Cedar County Joint Service Board, as provide in Chapter 34A of the Code of Iowa.

Primary Duties and Responsibilities: The primary duties and responsibilities of this position are directed by Iowa Code Chapter 34A. In coordinating/managing these programs, the coordinator works with Federal, State, County and Jurisdictional officials to collaboratively implement the County's emergency communication services. The Cedar County Joint 911 Service Board shall plan, implement, fund and maintain a 911 Service System. As per Iowa Administrative Rule, the public safety answering point (PSAP) shall be responsible for developing "internal standard operating procedures for receiving and dispatching emergency calls." All policies, procedures, and protocols of the PSAP shall be approved by the 911 Coordinator prior to implementation. *This position directs and monitors all technical, and fiscal management activities of the 911 Radio Network and is responsible for the administration of the programs and operations within this area.*

Duties Include:

- Provide leadership and organizational support for the program.
- Consults with other departments, agencies and organizations on subjects related to emergency communications services.
- Maintains professional proficiency by participating in APCO, NENA and State workshops, conferences and exercises at the local, state, regional and national levels.
- Prepares and presents annual budgets in accordance with Iowa Code 34A as prescribed by Cedar County 911 Joint Service Board to cover program expenses.

- Prepares and submits grants (as applicable) and reports for federal, state, and/or private funding, as prescribed by the Cedar County Joint 911 Service Board.
- Prepares various reports and correspondence required by federal, state and local codes and rules.
- Assists the Chair(s) of the Cedar County Joint Service Board by setting up meetings, preparing and mailing/emailing notices, taking minutes, submitting claims, maintaining accounting, presenting and submitting budget and audit documents in accordance with Iowa Code.
- Maintains and inventory of Cedar County 911 assets
- *Monitors PSAP equipment to ensure proper operations and maintenance through relationships with established vendors; supervises maintenance and testing of equipment; identifies need for repair/replacement of equipment. Works with vendors to upgrade and enhance technical systems to maintain current technology and prepare for future upgrades*

Minimum Required Skills, Knowledge and Abilities:

Demonstrated organizational and computer skills; the ability to organize people and programs, lead public meetings, establish effective working relationships with a wide variety of people, prepare accurate and timely reports; write grants and reports for the Cedar County 911 Joint Service Board; ability to communicate effectively with the general public; maintain composure and make appropriate decisions under pressure. Attends trainings and other events as required to maintain professional proficiency. A valid State of Iowa Motor Vehicle Operator's License is required.

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Employee Signature

Date

Employer Signature

Date

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