

CEDAR COUNTY EMERGENCY MANAGEMENT COMMISSION JOB DESCRIPTION

Office Coordinator

Pay Band: 10

FLSA Non-Exempt

Reports to Director of Emergency Management

DEFINITION AND DUTIES:

Provide clerical support and assistance in the areas of administration, operations, training and related technical issues for the Cedar County Emergency Management Agency for emergency management and homeland security programs, under the direction and supervision of the Emergency Management Director. Duties include attending and recording meetings as needed, reviewing and routing correspondence, transcribing and maintaining records, and the use of related equipment. Act as social media administrator for the Emergency Management Agency. Provides superior customer service via phone, Internet and in-person means. Performs light housekeeping. Under direction of the Director, assign 911 addresses for rural residents and creates related signage (as needed). Prepares invoices for payment, researches billing issues with vendors. May train and supervise volunteers, and may be assigned to special projects as needed.

This position is supervised by the Director of Emergency Management Agency, who reports to the Emergency Management Commission. Cedar County has a population of approximately 18,505 citizens and is located in eastern Iowa. Note: Hours may be irregular, especially during severe weather and disaster events.

Knowledge of:

- State Code 29C and other applicable County, State and Federal regulations related to emergency management
- Mathematical computations and basic accounting principles
- General office practices, procedures and processes.
- English Language and grammar to include sentence structure, spelling, vocabulary, and punctuation.

Skills and Abilities to:

- Perform clerical tasks with a high degree of speed and accuracy
- Available to be on-call for emergency situations
- Represent Cedar County EMA Commission and perform duties in a professional, responsible and trustworthy manner
- Learn, apply and articulate departmental programs, operations, rules, regulations and policies
- Keep accurate records and prepare requested reports
- Maintain a detailed oriented focus when working with documents and information
- Transcribe from recorded dictation or otherwise draft correspondence
- Provide customer service that is professional, courteous, and responsive
- Establish and maintain effective working relationships with co-workers, supervisors, commissioners, department heads, elected officials, agency representatives, and members of the public
- Maintain confidentiality and security of information as appropriate.
- Use a computer for the purposes of word processing, data entry, spreadsheets, and presentations.

- Have proficiency in various Social Media platforms, including, but not limited to Facebook, Twitter and Instagram. Able to update webpages using provided software.
- Operate common office equipment such as typewriters, calculators, and photocopiers.
- Handle multiple tasks and competing priorities
- Handle low to high levels of stress, meet deadlines, solve problems appropriate to the position
- Organize and present facts, ideas, and opinions clearly and concisely, orally and in writing to groups and individuals in formal and informal situations
- Have clarity of speech and hearing which permits effective communication
- Follow oral and written instructions
- Have sufficient manual dexterity to operate a computer keyboard and mouse with moderate use and make handwritten notations
- Have sufficient vision which permits moderate production and review of a wide variety of materials both in electronic and hardcopy forms
- Lift and/or move up to 35 pounds as needed
- Stand, sit, climb, balance, stoop, kneel, bend, twist, walk, crouch, squat, crawl and reach
- Have sufficient personal mobility to travel to various facilities
- Work flexible schedule
- Attend required training, with sufficient notice.

Minimum Education, Training and Experience

High School graduate, or equivalent, with two years of administrative experience; or any equivalent combination of education, experience and training which provides the knowledge and abilities necessary to perform the work. Emergency management or related public safety experience preferred.

Special Requirements:

- Person must have a valid driver’s license and insurable under Cedar County Emergency Management Agency’s liability coverage.
- Within six months of hire, reside within Cedar County with reliable transportation to and from the Emergency Management Office
- Complete the following minimum training courses
 - Within six (6) months of hire, have completed-ICS 100, 200, 700, 800
 - Within two (2) years of hire, complete CERT training
 - Within three (3) years of hire, complete CERT Train the Trainer course
 - Within five (5) years of hire, complete the FEMA Professional Development Series and earn the certification of Iowa Certified Emergency Manager (ICEM).

Specific Duties: to be performed satisfactorily with or without reasonable accommodation

Office Management:

- Coordinates all office administrative actions for the Cedar County Emergency Management Agency, the Cedar County Emergency Management Commission and other committees and task forces as necessary to include taking, publishing, posting and distribution of minutes of official meetings, publishing and distributing official agendas of official meetings, and publishing official notices and proceedings in recognized public forums or media sources as required by statute for official meetings.

- Be able to prepare, publish and coordinate mailings and general printing, and able to provide office support for the above-mentioned committees and organizations.
- Maintain and update yearly files and databases for official mailings lists and phone contacts for all supported committees and organizations.
- Act as Social Media administrator for the Agency, and be able to compose, format and publish educational information appropriate to the Agency’s mission and direction.
- Maintains technology inventory; ensures telephones/computers/tablets remain ready for disaster deployment.

General:

- Be on call by provided cell phone for emergency situations. May be required to work no-notice and extended or irregular hours during emergency situations.
- Ability to attend training sessions conducted in the local areas and at other locations in the state for professional development.
- Ability to attend scheduled meetings, training sessions, public hearings, exercises or other related activities at night or on weekends as required in support of Emergency Management functions.
- Ability to complete light housekeeping duties.
- During times of disaster, assist with Emergency Management and Homeland Security Duties for the benefit of Cedar County Residents.
- Ability to maintain inventories of commodities and property accurately and efficiently.
- Ability to assign 911 addresses; process and manufacture 911 addressing signage.
- Performs other related duties as required and/or assigned.

ACKNOWLEDGEMENT

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, the Employer reserves the right to revise the functions and duties of the 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 overtime, 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, and the Employer has a similar right.

Employee’s Signature	Date	Department Head	Date
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Cedar County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.