

**CEDAR COUNTY EMERGENCY MANAGEMENT COMMISSION  
JOB DESCRIPTION**

**Assistant Emergency Management Agency Office Coordinator**

**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. Trains and supervises volunteer staff. Provide public education classes as needed. Duties include attending and recording meetings as needed, reviewing and routing correspondence, transcribing and maintaining records, and use of related equipment. The Assistant is supervised by the Coordinator of Emergency Management Agency who reports to the Emergency Management Commission comprised of each elected municipal mayor, or their elected designee, the County Sheriff, and one member of the County Board of Supervisors, or their elected designee. The Emergency Management Commission is authorized by Iowa State Code 29C. Cedar County, Iowa has a population of approximately 18,497 citizens and is located in eastern Iowa. Part-time position approximate 20-25 hours per week, non-exempt, non-benefits 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
- ◇ County 911 program
- ◇ Mathematical computations and basic accounting principals
- ◇ General office practices, procedures and Emergency Support Functions (ESF)
- ◇ 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 reports
- ◇ Be detail-oriented 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, agencies, 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 and Internet communication
- ◇ Operate common office equipment such as typewriters, calculators, fax machines, photocopiers, and multi-line telephones
- ◇ 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

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

High school graduate or equivalent and two (2) 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 liability coverage.

Within 6 months of hire, reside within Cedar County with reliable transportation to and from Emergency Management Office.

Complete the following minimum training courses:

- Within 6 months of hire, have completed NIMS ICS 100, 200, IS 700 & IS 800 B
- Within 1 year of hire, have completed CERT train the trainer course
- Within 2 year of hire, (or when offered) have completed NIMS IS 300,

**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, the Cedar County Local Emergency Planning Committee, 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 Coordinate mailings and general printing and office support for the above mentioned committees and organizations.

Maintains and update yearly files and databases for official mailing lists and phone contacts for all supported committees and organizations.

Be able to provide general office administrative and clerical support for the Cedar County Emergency Management Agency to include maintenance of official and working files, distribution of official mail and interoffice mail.

Be able to maintain official records of public meeting, IAW Iowa code for public review upon request.

Be able to maintain Cedar County (EMA) records for emergency alert notification and emergency address as required performing ESF missions. Yearly updates records and notification systems.

Coordinates mailings to area groups and businesses and compiles reports and other data as needed.

Compiles accounts payable vouchers for the Emergency Management Agency for the Coordinator's review and signatures. Maintains all records for office.

When required be able to drafts press releases of events/notifications for the Coordinator's review and approval for release.

Performs receptionist duties for the Emergency Management Agency to include screening telephone calls and visitors and breaks down and distributes delivered mail.

Operates and coordinate office telephone system for routine and emergency situations. Be able to updates messages and other telephone related public service information as required.

Maintain office equipment and general supplies inventory to high degree of accurately. Orders replacement supplies as needed and requests routine and emergency maintenance of office equipment to include computers, facsimile machines, photocopiers, typewriters, and telephones.

Be able to assist in editorial review of official documents and general correspondence being sent out of the office for administrative and grammatical correctness and for general understanding of technical material and information by the general public.

**Emergency Operations:**

Supervise the Emergency Operations Center's (EOC) Message Center during emergency periods, and during drills and exercises. Coordinates and manage the support of the message center staff to include receipt and logging in of messages coming into and out of the Emergency Operations Center, operating facsimile equipment, and copying and distributing information to EOC staff.

**Emergency Planning:**

Maintains and updates document files on the Multi-Hazard Emergency Operations Plans and on Letters of Agreements with supporting agencies and vendors.

**Public Education:**

Schedule and Coordinates presentations requested by the community on emergency management topics. Upon request and when State Programs require coordination's of community awareness programs, such as severe weather, school safety, training exercises, emergency protective actions when required.

**Volunteer Management:**

Manage, Instruct and coordinate CERT Volunteer Teams and Instructors within Cedar County.

**SPECIFIC DUTIES (continued)**

**General:**

Be on call by home/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.

Performs other related duties as required.