



Job Title: Emergency Management Coordinator

Employer: Des Moines County Emergency Management Commission

Location: Des Moines County

The Des Moines County Emergency Management Commission is seeking an Emergency Management Coordinator for the Des Moines County Emergency Management Agency. This role is an essential component for public safety and local government in Des Moines County.

Responsibilities:

- Develop and maintain a comprehensive emergency plan for Des Moines County.
- Plan and coordinate training exercises to test public safety emergency plans and capabilities.
- Provide coordination, resources, and technical assistance to local governments and public safety agencies during active emergencies.
- Gather damage assessment data during and following emergencies for emergency declarations and disaster assistance.
- Serve as the Emergency Management Agency representative on the Des Moines County 911 Service Board.
- Develop and maintain the Emergency Management Agency budget in coordination with the Emergency Management Commission.
- Manage the Emergency Management Agency office and provide leadership to support staff and volunteer teams.
- Pursue state and federal grant opportunities for local government and public safety agencies.

- Serve as the Community Emergency Coordinator for the Local Emergency Planning Committee.
- Perform other duties as determined by the Emergency Management Commission.

Qualifications:

- Ability to develop knowledge of local, state, and federal laws and regulations pertaining to emergency management.
- Ability to establish and maintain effective working relationships.
- Exercise good judgement in evaluating situations and making decisions under pressure.
- Have a positive and professional demeanor with excellent verbal and written communication skills.
- Regular and predictable attendance at a specific location to perform essential duties and be available to respond to active emergencies outside of normal working hours.
- Proficiency in computer software applications, with the ability to learn and utilize additional software applications specific to public safety and local government functions.
- Graduation from an accredited four-year college or university and have two years of responsible experience in emergency management, public or business administration, public relations, military preparedness or related work; or have an equivalent combination of experience and education, substituting 30 semester hours of graduate study for each year of the required work experience to a maximum of two years; or have an equivalent combination of experience and education, substituting one year of experience in the aforementioned areas for each year of college to a maximum of four years; or be an employee with current continuous experience in the state classified service that includes the equivalent of 18 months of full-time experience as an emergency management operations officer; or be an employee with current continuous experience in the state classified service that includes the equivalent of 36 months of full-time experience as a local emergency management assistant.
- Must complete a set of study courses prescribed by the Iowa Department of Homeland Security and Emergency Management within two years of appointment as coordinator.

- Must complete the professional development series of courses as prescribed by the Federal Emergency Management Agency within two years of appointment as coordinator.
- Must complete required ongoing training.

Additional Information:

Please refer to Iowa Administrative Code Chapter 605.7 and Iowa Code Chapter 29C for more information about the duties and requirements of the Des Moines County Emergency Management Commission and Coordinator.

-Iowa Administrative Code Chapter 605.7

- (<https://www.legis.iowa.gov/docs/iac/chapter/06-14-2023.605.7.pdf>)

-Iowa Code Chapter 29C

- (<https://www.legis.iowa.gov/docs/ico/chapter/29C.pdf>)

Compensation:

The annual salary for this position has a current top pay of \$71,825. Starting pay will be based on ability and experience. Additional benefits include:

- Family Health and Dental Care Plan with 93% of plan premium paid by the employer.
- Annual longevity payment ranging from \$840 - \$2840.
- 10 paid holidays per year.
- Paid vacation based on years of service.
- Paid sick leave.
- IPERS defined benefit pension plan with a 9.44% contribution by the employer and 6.29% contribution by the employee.

Start Date and Training:

The start date for this position will be approximately November 1, 2023, with the new coordinator having the opportunity to receive on the job training from the current Emergency Management Coordinator prior to her retirement in February, 2024.

Work Environment:

The Emergency Management Coordinator will primarily work from the Emergency Management Office; however, active emergencies, training, and meetings may require the coordinator to operate in alternate environments. The work environment and physical demand characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to Apply:

Applications can be picked up in person at the Des Moines County Sheriff's Office or electronically at (https://www.desmoinescounty.iowa.gov/emergency_management).

Completed applications, with resume attached, may be submitted electronically by email to emaboard@dmcounty.com, or sent by mail or dropped off at:

Des Moines County Sheriff's Office
c/o Kevin Glendening, Sheriff
512 N. Main St., Ste 2
Burlington Iowa 52601

All applications with resumes must be received by August 18, 2023.