

JASPER COUNTY EMERGENCY MANAGEMENT AGENCY

1030 W 2nd ST S Newton, Iowa 50208

(W) 641-792-7555

www.jasperema-hls.org



JOB DESCRIPTION	EMERGENCY MANAGEMENT DEPUTY COORDINATOR
POSITION TITLE:	DEPUTY COORDINATOR
REPORTS TO:	EMERGENCY MANAGEMENT DIRECTOR
CLASSIFICATION:	EXEMPT

POSITION SUMMARY

Under general supervision of the Emergency Management Director, provides program support for Jasper County Emergency Management Agency. Provides coordination and management of program operations, budgets, and related projects following applicable laws, policies, and procedures, Works in collaboration with other external agencies. Individuals must be available on days, evenings, and weekends and maintain the required credentials.

ESSENTIAL JOB DUTIES

- Promotes partnerships with professional organizations, local governments, and first responder agencies throughout the county.
- Develop and coordinate county-wide EMS programs and related services.
- Recommends, develops, and implements program and policy changes relating to EMS.
- Assist in delivering or recruiting and recommending EMS / Public Safety course instructors.
- Provide liaison support to local/state EMS offices and local medical facilities.
- Serves as liaison between EMA and supports Jasper County EMS Directors Association
- Analyze training needs of area public safety personnel, initiate surveys and needs assessments, and recommend new programs and course offerings.
- Delivers training programs and presentations to various government/community groups.
- Participates on committees and attends classes, seminars, and meetings related to emergency management programs.
- Assists the Emergency Management Director in coordinating field and Emergency Operations Center activities.
- Assists in the preparation of the County's Comprehensive Emergency Management Plan
- Coordinates, participates in and evaluates exercise scenarios/drills for area public safety organizations.
- Maintains databases, conducts research, gathers, organizes, analyzes, and interprets data relevant to EMA program activities.
- Recommend appropriate budget allocations for areas of assigned programming.
- Prepares and submits grant proposals; Assists in management of grants; prepares financial reports and ensures compliance with grant reporting requirements.
- Supports all general mission areas of the Emergency Management Agency as outlined in Iowa Administrative Code 605, Chapter 7
- Performs other duties as may be required.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Emergency planning principles and practices and plan development
- Iowa Fire/EMS organization and program regulations.
- Statistics/research methodologies.
- General accounting principles.
- Project planning and management principles.

Skill in:

- Use personal computers, word processing, spreadsheet/database software applications.
- Effectively communicate and express ideas both orally and in writing.
- Making clear/understandable presentations of technical information

Ability to:

- Exercise tact, diplomacy, and persuasion to resolve disputes/gain consensus.
- Establish/maintain effective working relationships with other departments, governmental agencies, the public, and public officials at all levels of government.
- Conduct research, gather/analyze data, observe/evaluate trends, draw logical solutions, and make sound recommendations.
- Prepare comprehensive technical reports using maps, charts, and graphics.
- Comprehend and apply regulations, procedures, and legislation regarding emergency management / public safety.
- Apply critical thinking, problem-solving, and collaborative approaches to improve program services.
- Apply independent initiative, judgment, and skills to various projects, assignments, and situations.
- Work non-standard hours to attend meetings, participate in scheduled activities, and respond to actual emergencies.

EXPERIENCE AND EDUCATION:

Any equivalent combination of education and experience that will provide the required knowledge, skills, and abilities to perform the job successfully will be considered. Entry level does not require knowledge/technical expertise in all program areas, but incumbents must be able to develop the required skills and abilities within the established timeframe.

This combination may include but not limited to:

- A minimum of 2 years of experience in EMS or related medical field and an associate degree in emergency management, Public Safety, or related medical field.
- A minimum of 5 years of experience in EMS or related medical field with demonstration of progressive levels of responsibility.

CERTIFICATIONS:

- Possess/maintain a valid Driver's License.
- State of Iowa EMT- B or equivalent medical certification, State of Iowa-Paramedic Preferred
- Incident Command System / National Incident Management System

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- Iowa Emergency Management Association Professional Development Series within 2 years

WORK ENVIRONMENT

Work is performed primarily in an office setting, with occasional field work for functional oversight and with moderate travel to local and regional trainings, meetings, or similar. Must be physically able to assist with field coordination of emergency services response.

SPECIAL REQUIREMENTS:

- ❖ Must submit to and pass a criminal background check.
- ❖ County residency preferred.
- ❖ Emergency Response experience preferred