



# Deputy Coordinator Position Job Posting

The Adair & Guthrie County Emergency Management Commission is accepting applications for the position of Deputy Emergency Management Coordinator. This position is under the administrative direction of the Emergency Management Coordinator, and will assist in planning, organization, and coordination of the Emergency Management and Homeland Security programs for Adair & Guthrie Counties. This is a 30 hour per week, FLSA, non-exempt position. The salary for this position will be dependent of the candidates experience and qualifications.

## Minimum Competencies:

- Displays high standards of ethical conduct, honesty and integrity. Encourage and facilitate cooperation, pride, trust, and team spirit.
- Align behavior with the needs, priorities and goals of the organization with the desire to follow policy and a commitment to quality of service.
- Ability to express oneself clearly and concisely both orally and in writing in a polite, courteous, and cooperative manner.
- Display a high level of initiative, effort and commitment toward completing assignments efficiently and work well with minimal supervision.
- Ability to learn and retain diverse information and use it effectively when the situation warrants, including laws and ordinances.
- Read, interpret and prepare accurate reports with an emphasis on details
- Write plans and direct the use of resources, coordinator emergency operations under highly stressful environment and extraordinary circumstances.
- Exercise good judgment in evaluating situations and making decisions.
- Establish and maintain effective working relationship with employees, public officials, private organizations, volunteer organizations, the general public and the media.
- Basic accounting principles and practices.
- Basic knowledge of communications systems including radio, telephone and data.

## Minimum Physical demands:

- Ability to lift 50 pounds.
- Numerical, clerical, form perception and visual perception.
- Precise use of computer, calculator, and related office equipment.
- Work outside in all types of weather conditions.
- Ability to withstand occasional strenuous work and long hours at an emergency response scene.
- Normally not exposed to extremely hazardous conditions, however field work may result in exposure to extreme heat and cold, as well as fire, ambulance, rescue, search and law enforcement activities.

## Minimum Training & Experience demands:

- Graduation from high school or G.E.D. College courses are a plus, but not required.
- Must possess a valid State of Iowa driver's license and possess the ability to operate an automobile.
- 3 years – Training and/or experience in emergency response. (Fire, EMS or Law enforcement)
- 3 years – Training and/or experience in emergency management.
- Successful applicant must meet training requirements of Chapter 29C of Code of Iowa within two years of hire. Maintain continuing education requirements annually.

Job Application forms may be picked up at the Adair & Guthrie County Emergency Management Office, 2002 State Street, Guthrie Center, Iowa 50115. We encourage cover letters and resumes be attached to the applications.

Application Packages are to be postmarked to Adair & Guthrie County EMA at 200 North 5<sup>th</sup> Street #10, Guthrie Center, Iowa 50115 no later than Friday, February 15th, 2019.