

Immediate Opening

The Emmet County Emergency Management Commission and the Emmet County E911 Board are currently taking applications to fill the combined position of Emmet County Emergency Management Coordinator and E911 Coordinator.

The Emergency Management Coordinator shall be responsible for the development of the county comprehensive emergency plan, shall coordinate emergency planning activities, and shall provide technical assistance to political subdivisions comprising the Emmet County Emergency Management Commission.

Additionally when an emergency or disaster occurs the emergency management coordinator shall provide coordination and assistance to the governing officials comprising the Emmet County Emergency Management Commission.

The Emmet County E911 Coordinator duties of this combined position will include but are not limited to; management of the E911 telephone system and associated hardware, maintenance and updates of the associated equipment ,data entry, as well as being available as needed for resolve any system issue.

Benefits include: paid vacation, holiday pay, sick benefits, life and health insurance and an IPERS retirement program.

A complete job description for this combined position will be available with the application.

Applications are available at the Emmet County Auditor's Office or you can get the application online at the Emmet County Website, www.emmetcountya.com.

The application period is open now. The application period will close at 4:30 pm on the 23rd of April. Applications received after that time will not be considered.

Please return your completed application with a cover letter and resume to the Emmet County Auditor's Office by 4:30 pm on April 23rd, 2018. Emmet County is an EOE.

911 Coordinator Job Description

The Emmet County E-911 Coordinator provides leadership, management and performs administrative duties related to the implementation, coordination and maintenance of the E911 services in the Emmet County Service Area.

Additionally the 911 Coordinator serves as secretary to the Emmet County E911 Service Board, provide direction to the Emmet County E911 Service Board and administrates the responsibilities and requirements of Iowa Chapter 34A on behalf and upon the direction and approval of the Emmet County E911 Service Board also ensuring that all other state and federal requirements are met.

The 911 Coordinator will act as a central point of contact for the E911 Service Board; facilitate relationships with local public safety agencies to promote the interchange of data/information, access needs of agencies serviced by the County Communication Center, and serve as a liaison in resolving issues between telephone companies and the public safety answering point and surrounding E911 coordinators and state personnel.

Responsibilities include but are not limited to: budget preparation and fiscal management for the E911 Service Board including monitoring budget disbursements and revenues, coordination of the Emmet County 911 emergency telephone data base, providing coordination with consulting companies, state offices and others to resolve E911 system hardware and software maintenance issues, providing updates to public safety answering point staff as needed. The E-911 Coordinator must also be available 24 hours a day on an emergency basis to troubleshoot and mitigate E-911 system issues as well as to perform other duties as assigned by the E-911 Service Board.

EMMET COUNTY EMERGENCY MANAGEMENT

Armstrong-Dolliver-Estherville-Gruver-Ringsted-Wallingford

Coordinator Job Description

- Plan, develop, and coordinate multi-hazard emergency response and recovery activities for Emmet County Emergency Management.
 - Plan, develop, and coordinate emergency response to natural and/or man-made disaster situations such as terrorism, tornadoes, severe summer weather, winter storms, major wildfires, hazardous materials incidents, imminent or actual flooding, imminent or actual dam failures, major transportation network interruptions, and similar incidents.
 - Develop and maintain program elements of the Comprehensive Countywide Emergency Operations Plan in accordance with state requirements.
 - Review and evaluate local, state, and federal laws and regulations as they relate to disaster and emergency response program elements.
 - Confer with various public and private agencies and officials in identifying human and material resource needs and in formulating plans for resource mobilization during an emergency.
 - Participate in the management and support of designated emergency service committees.
 - Plan, maintain, and coordinate activation of emergency operations center facilities and equipment. Conduct tests of telecommunications, and other emergency operations equipment.
 - Design and conduct emergency management exercises; provide instruction and guidance to exercise and event participants; evaluate effectiveness and efficiency of exercises and event responses.
 - Compile documentation used for preparation of detailed reports and applications to state and federal emergency management agencies for reimbursement and financial assistance needed to recover from declared disasters.
 - Receive training in specialized technical fields concerning emergency management; develop and conduct in-service programs for emergency response personnel and present public education demonstrations in areas of expertise and/or certification; compile or prepare instructional materials for training and public education.
 - May coordinate or assist with fixed asset design, purchase, and installation; and assist in maintaining budget and inventory control.
 - Conduct risk and vulnerability assessments of critical sites and infrastructures within the county, and assist in developing plans and strategies for vulnerability mitigation.
 - Work closely with regional emergency management personnel in coordinating activities and available emergency resources.
 - Work closely with directors, department heads, and employees of other agencies, including law enforcement, fire departments, public works, schools, utilities, and similar agencies in developing and coordinating emergency management response plans.
 - Perform research and prepare reports, forms, and applications necessary for various emergency management related grants.
 - Any other reasonable and appropriate duty as determined by the Emergency Management Commission.
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Emmet County Iowa

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

RELEASE OF INFORMATION

I, _____(PRINT NAME),
hereby authorize The Emmet County Emergency Management
Commission and its members, to seek, obtain, and procure
information that they deem necessary to complete an employment
background investigation.

This includes, but is not limited to, medical history, employment
history, financial records, educational records, and any other records,
documents, or information needed to complete this background
investigation.

Signed: _____

Printed Signature: _____

Date: _____