



**Clinton County Emergency Management Agency
Operations Officer Job Posting
Information and Application Packet**

The Clinton County Emergency Management Agency is seeking a qualified applicant for the position of Operations Officer. This is a full time, salaried position with starting salary of \$30,000 to \$36,000 depending on qualifications. This position will share on-call and emergency responsibilities with the Agency Coordinator and will be responsible for equipment maintenance and tracking. Must live within a 30 minute response range of the Clinton County EOC within 6 months of hire. Experience in Emergency Response required, full job description, application requirements and County Application available at www.ClintonCounty-IA.gov. Application Deadline October 23rd, 2013 at 3 p.m. Clinton County is an EOE.

Clinton County Emergency Management Agency

Operations Officer Job Posting Applicant Checklist

The Following MUST be included:

_____ Cover Letter

_____ Resume

_____ Completed "Clinton County Employment Application". (Please note that "see resume" is not an acceptable answer to any questions on this application. This application must be completed in its entirety.)

_____ Completed and Signed "Authorization for Release of Information Agreement" (this is a separate form from the Employment Application).

If available, please include the following (suggested, but not required).

_____ Copy of College or High School Transcript

All applications are due no later than

Wednesday, October 23rd, 2013 at 3 p.m.

Applications may be delivered to:

Human Resources

1900 North 3rd Street

P.O. Box 2957

Clinton, IA 52733-2957

Or emailed to LTibbetts@ClintonCounty-ia.gov

(Faxed applications will not be accepted)

Applications **WILL NOT** be accepted at the Emergency Management Office or by Emergency Management Staff. All applications must be submitted to Human Resources. Failure to submit any of the information asked for above (with the exception of transcripts) may cause your application not to be reviewed.

Clinton County, Iowa
Clinton County Emergency Management Agency
Operations Officer Job Description

Job Title: Operations Officer	Job Code: N/A
Department: Emergency Management Agency	Pay Grade: N/A
Reports To: Emergency Management Coordinator	FLSA: Exempt

SUMMARY

Contributes to the efficient and productive operation of the Emergency Management Agency (EMA) by performing responsible emergency response duties and assists in the organization and supervision of all EMA volunteer personnel. Manages the budget and scheduling for the Medical Examiner Investigators for Clinton County. The Operations Officer is available for 24 hour response during emergencies and periods of activation.

The Emergency Management Agency reports to a 16 member executive board of directors designated as the Clinton County Emergency Management Commission. The Commission is comprised of the Mayor of each municipality, the Sheriff, and a member of the County Board of Supervisors or their designated representative. The Emergency Management Commission is authorized by Iowa State Code 29C. Clinton County, Iowa has a population of approximately 49,116 and covers 710 square miles, located in the east central Iowa. The County has 14 incorporated municipalities, the largest being the City of Clinton.

Essential Job Duties and Responsibilities:

- Administers programs assigned to the Operations Officer position. Operates autonomously to insure that programs are maintained or grown.
- Responds to the Clinton County Emergency Operations Center, which may be staffed 24 hours a day during emergency conditions, in order to support operations.
- Operates as the primary responder for the Emergency Management Agency in the absence of the Coordinator and shares "On-Call" responsibilities with the Coordinator.
- Is responsible for monitoring and administrating the maintenance program for Agency owned equipment including, but not limited to, vehicles, trailers, and outdoor warning sirens.

Clinton County, Iowa

Clinton County Emergency Management Agency

Operations Officer Job Description

- In charge of the budget, schedule, billing, and oversight of equipment maintenance for the Clinton County Medical Examiner Investigators.
- Assists in the supervision of all Volunteer, Registry and Contract Personnel.
- Assists in the development and maintenance of plans, policies, and procedures to address numerous natural and technological hazards that could potentially impact the County. Primary planning focal points include a nuclear fueled power plant, hazardous materials, severe weather, floods, and threats to public safety.
- Participates in on-call rotation by telephone or radio to assist in Emergency Management operations. Ability to work nonstandard office hours including attendance of evening meetings, and real or simulated emergencies as required including after duty hours recall.
- Completes exercise reports for submittal to the State Homeland Security and Emergency Management Division.
- Prepares Situation Reports during periods of Emergency to be distributed to stakeholders in the community.
- Actively monitors information sources for upcoming weather and hazard conditions.
- Gives presentations on Emergency Management related topics to a variety of interested groups.
- Prepares and creates accurate and informative training materials.
- Conducts facility safety assessments at the request of community organizations.
- Administers resource management activities; maintains current records of available resources, such as volunteer workers, equipment, community organizations, government agencies, supportive businesses, emergency/grant funding, or other resources.
- Provides recommendations for the preparation and implementation of departmental budget, and ensures compliance with approved budget.
- Prepares or completes various forms, reports, correspondence, lists, schedules, emergency plans, policies, procedures, budget documents, press releases, training programs and/or exercises, emergency response assessments, reference/resource materials, or other documents.
- Analyzes various forms, reports, correspondence, emergency plans, policies, procedures, budget reports, invoices, emergency response assessments, hazardous materials reports, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains said items as appropriate.

Clinton County, Iowa

Clinton County Emergency Management Agency

Operations Officer Job Description

- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs.
- Maintains general office files, account records, personnel records and a variety of other records.
- Maintains proficiency with a variety of equipment and tools associated with emergency management activities, which may include a motor vehicle, radio communications equipment, emergency radio systems, personal protective equipment, various emergency equipment, audio/visual equipment, or general office equipment. Recommends replacement or need for innovation as necessary.
- Communicates with county officials, employees, volunteers, other departments, other municipalities, other emergency agencies, public safety agencies, medical providers, government agencies, community organizations, local businesses, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Analyzes, recommends, and maintains expertise in computer and peripheral hardware, GIS mapping technology, network operations, emergency operation databases, and other technology resources in conjunction with County Technology Personnel in order to effectively deploy such tools as needed in the fulfillment of Agency objectives.
- Assist in the planning, organization, and coordination of disaster preparedness activities including training, exercises, and public outreach events.
- Assists in the securing and updating of information regarding facilities and resources which are available for use in emergency situations.
- Reports quarterly expense reports for FEMA funding.
- Attends and seeks continuing education and professional development at meetings, schools and seminars.
- Performs other related duties as assigned by the Emergency Management Coordinator.

Minimum Qualifications Requirements - (Education and Experience):

- High school diploma or equivalent **and** One (1) year of emergency services, or related work experience – e.g. experience in Emergency Medical Services, Law Enforcement, Fire Fighting, Emergency Management, disaster services, or military preparedness.

Clinton County, Iowa

Clinton County Emergency Management Agency

Operations Officer Job Description

- ICS 100, ICS 200, ICS 700, ICS 800 (These classes can be taken online at <http://training.fema.gov/IS/crslist.asp>. Courses must be completed prior to application.)

Additional Preferred Qualifications:

- An Associate's Degree (or higher) or 60 college credits from an accredited college/university.
- Three (3) years of emergency services or related work experience – e.g. experience in Emergency Medical Services, Law Enforcement, Fire Fighting, Emergency Management, disaster services, or military preparedness.
- ICS 300 and ICS 400 (can only be taken in person), FEMA Professional Development Series (<http://training.fema.gov/emiweb/pds/>)

Ability to earn the IEMA-CEM certificate after hire:

- The Iowa Certified Emergency Manager (IACEM) designation is awarded by the Iowa Emergency Management Association. (For more information on the IACEM visit <http://www.iowaema.com/index.php/iacem>.)

Minimum Qualifications – (Knowledge, Skills and Abilities)

Supervisory Ability:

- Ability to effectively oversee and direct the work of others.
- Ability to work well with people from a variety of agencies and backgrounds.

Universal Knowledge and Ability:

- Ability to act as an EMA responder to large scale emergencies and disasters.
- Knowledge of potential resources available for use in disaster and emergency situations.
- Ability to travel to attend professional development training, seminars, or programs as offered each year within the State or outside the State as necessary and be able to be away over night or for several days as required.
- Ability to attend public meetings, public hearings, training sessions, or other committee meetings as necessary at night or on weekends as scheduled to support emergency management activities.

Office Knowledge and Ability:

Clinton County, Iowa

Clinton County Emergency Management Agency

Operations Officer Job Description

- Demonstrated ability to utilize personal computers and various software applications including but not limited to; electronic spreadsheet, word processing, calendar/scheduling programs and department specific software packages.
- Knowledge of general budgeting, bookkeeping, and accounting procedures in a computer related database and spreadsheet program.
- Ability to maintain security and confidentiality of information.
- Ability to identify priorities and organize work to ensure tasks are completed accurately and within a timely manner.
- Ability to type proficiently.

Language Ability:

- Ability to utilize effective verbal, written and listening communication skills and to communicate effectively, and professionally during emergency situations.
- Ability to understand local, state, and federal laws, regulations, principles, and practices pertaining to emergency management, disaster preparedness, emergency planning, and recovery operations.
- Ability to develop appropriate relationships and use tact and professionalism when working with all levels of county employees, the public and various outside agencies.
- Ability to read, analyze, and interprets documents such as governmental regulations, emergency safety rules, miscellaneous operating instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups, present information and respond to questions from groups.

Reasoning Ability:

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to exercise sound judgment, evaluate emergency situations, and make responsible recommendations on necessary courses of action.
- Ability to develop and use initiative and imagination in emergency and disaster situations.

Work Environment: Work for this position is performed primarily in a typical climate controlled office environment, where there is protection from weather conditions but not necessarily temperature changes. Occasional functions may require exposure to adverse

Clinton County, Iowa

Clinton County Emergency Management Agency

Operations Officer Job Description

environmental conditions, such as humidity, rain, fumes, temperature extremes, traffic hazards, bright/dim light, toxic agents, or hazardous materials.

Physical Demands:

- Sitting/Standing: Remaining in the seated position or on one's feet in an upright position for long periods of time.
- Walking: The worker needs to occasionally move about inside the office to access file cabinets, office machinery, and supplies. The worker also needs to occasionally move to other meeting locations. Rare instances of walking long distances on uneven surfaces.
- Lifting: Occasionally raising or lowering an object from one level to another (includes upward pulling) up to 50 lbs.
- Carrying: Occasionally transporting an object, usually holding it in the hands or arms, or on the shoulder.
- Fingering/Handling: Frequently seizing, holding, grasping, turning, picking, pinching, or otherwise working with hand, hands, or fingers (e.g. operating a computer and other office machinery, preparing written materials for public distribution).
- Talking: Frequently expressing or exchanging ideas by means of the spoken word to impart oral information to others, including members of the public, and to convey detailed spoken instructions to others accurately.
- Hearing: Frequently communicating with others, including members of the public. Must be able to interpret questions and exchange accurate information in these situations.
- Vision: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; extensive reading; and determining the accuracy, neatness, and thoroughness of the work assigned. Some tasks require the ability to perceive and discriminate colors or shades of colors.
- Climbing, Balancing, Stooping, Kneeling, Crouching or Crawling – Occasionally

Certificates, Licenses, Registrations:

- Must possess a valid driver's license.

Supplemental Information:

- Must live within a 30-minute response range from the Clinton County EOC.

Clinton County, Iowa

Clinton County Emergency Management Agency

Operations Officer Job Description

- Must have access to reliable transportation, including during the work day.
- The Operations Officer is not eligible to take on call or take shifts as a Medical Examiner Investigator.
- Per Iowa administrative code 605 chapter 7 “Any employee of an organization for emergency management shall not become a candidate for any partisan elective office. However, the employee is not precluded from holding any nonpartisan elective office for which no pay or only token payment is received.”

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.



Clinton County Employment Application

The position I am applying for is: _____

Last Name _____ First Name _____ Middle Name _____

Address _____ Street _____ City _____ State _____ ZIP Code _____

Telephone _____ Email Address _____ Social Security Number _____

Driver's License? Y N _____ DL Number _____ CDL License? Y N _____ Class of CDL _____

List additional names you have used: _____

Please list an additional phone number where we can leave a message:

Name _____ Relationship _____ Number _____

How did you learn about the employment opportunity?

- Newspaper Job Service Employment Agency Friend Other
 Walk-in Website Education Institution Employee

Please be sure to answer all items completely and accurately.

Type of work you would accept: Full time Part time Summer Temporary

Shift preferred: Day Evening Night

What date would you be available for work? _____

Have you ever filed an application with us before? Yes No If yes, Month/Year _____

Have you ever been employed with us before? Yes No

If yes, in what capacity? _____ From _____ To _____

Reason for leaving? _____

What is the minimum salary that you would accept? _____

Would you be willing to work overtime if required? Yes No

Would you be willing to relocate if required? Yes No

Would you be willing to travel if required? Yes No

Do you have any relatives, including in-laws, currently employed by us? Yes No

If yes, state the name, relationship and department in which they are employed.

Are you legally eligible to be employed in the U.S.? Yes No *Proof of identity and eligibility will be required upon employment*

Are you a veteran of the U.S. Armed Forces? Yes No

Dates of military service _____ Branch _____

Have you ever been convicted of a crime (other than a minor traffic violation)? Yes No

If so, please indicate the nature of the offense, date, state and disposition.

A conviction record is not an automatic bar to employment and the nature, recency and disposition of the offense will be considered only as it relates to the job for which you are applying.

Education

	High School	Undergraduate College/University	Graduate/Professional
School Name and Location			
Diploma/Degree			
Course of Study			

Describe any skills, specialized training, apprenticeship, certifications, licensures, and applicable extra-curricular activities.

List equipment and computer software you can operate if applicable to the position.

Type	Tasks Performed	Years of Experience

List construction equipment previously operated if applicable to the position.

Type	Tasks Performed	Years of Experience

Personal References

Give name, address, telephone number and relationship of three references who are not related to you and are not previous employers.

- | Name | Address | Phone | Relationship |
|------|---------|-------|--------------|
| | | | |
- | Name | Address | Phone | Relationship |
|------|---------|-------|--------------|
| | | | |
- | Name | Address | Phone | Relationship |
|------|---------|-------|--------------|
| | | | |

Employment Experience

List previous employment. Start with your present or last job. Add another sheet if necessary.

Employer	Dates Employed From / To	Work performed
Address		
Telephone number	Hourly Rate/Salary Starting / Final	Reason for leaving
Job title		
Supervisor		
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		
Employer	Dates Employed From / To	Work performed
Address		
Telephone number	Hourly Rate/Salary Starting / Final	Reason for leaving
Job title		
Supervisor		
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		
Employer	Dates Employed From / To	Work performed
Address		
Telephone number	Hourly Rate/Salary Starting / Final	Reason for leaving
Job title		
Supervisor		
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		

Volunteer Experience: Please list any volunteer experiences you may have that are relevant to this position.

Volunteer Group

Volunteer Duties/Tasks & Dates of Service

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ADDITIONAL REQUIRED COURSES

Required Courses Completed Prior to Application

ICS 100- Date Completed: _____

ICS 200 - Date Completed: _____

ICS 700- Date Completed: _____

ICS 800 - Date Completed: _____

(These classes can be taken online at <http://training.fema.gov/IS/crslst.asp>. Courses must be completed prior to application.)

Have you completed your Iowa Certified Emergency Manager (IACEM) designation awarded by the Iowa Emergency Management Association? (If you do not have the IACEM designation, please understand that if a job offer is extended to you, you will be required to complete your IACEM designation. For more information on the IACEM visit <http://www.iowaema.com/index.php/iacem>)

Yes _____ No _____ If "Yes" when was your IACEM Awarded? _____

ADDITIONAL PREFERRED QUALIFICATION

The following courses are not required to be completed prior to submitting your application. If you have completed the below courses, please provide us with the completed date.

ICS 300 - Date Completed: _____

ICS 400 - Date Completed: _____

FEMA Professional Development Series - Date Completed: _____

(ICS 300 and ICS 400 can only be taken in person. More information on the FEMA Professional Development Series can be found at <http://training.fema.gov/emiweb/pds/>)

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being accepted at that time.

I hereby acknowledge that any employment relationships with Clinton County is of an At-Will nature, which means that the employee may resign at any time and that Clinton County may discharge at any time with or without cause. I understand that neither this document nor any offer of employment from Clinton County constitutes an employment contract unless a specific document to that effect is executed by Clinton County and be in writing.

I hereby acknowledge that as a condition of employment I may be required to submit to, and successfully pass, a criminal background check, credit history check, post-offer pre-employment physical and drug screen.

In the event of employment, I understand that false or misleading information given in my application or interview(s) shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application. I agree to employment entrance exams, if necessary, at Clinton County cost. I understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

It is the policy of Clinton County to provide equal treatment to all Clinton County employees and applicants for Clinton County employment without regard to race, color, religion, political affiliation, creed, sex, sexual orientation, national origin or ancestry, age, mental or physical disability, marital status, except as bona fide occupational qualifications may require otherwise. This policy applies to all human resources actions and procedures including, but not limited to: recruitment, selection, training, compensation, benefit programs, promotion, demotion, transfer and termination of employment.

Individuals in need of special accommodations are asked to notify our office in advance.



Clinton County Emergency Management Agency
612 North 2nd Street, Suite 105
P.O. Box 2957
Clinton, IA 52733-2957
Office 563-242-5712 – Fax 563-242-3095

Authorization for Release of Information Agreement

Full Legal Name: _____

Date of Birth: ____/____/____ SS#: ____-____-____ Phone # (____) _____

Address: _____
Street Address City State Zip

Previous Names (e.g. Maiden Names or others): _____

To Whom It May Concern:

I, _____ (print name), hereby authorize the Clinton County Emergency Management Agency to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that the Clinton County Emergency Management Agency will utilize the Clinton County Sheriff's Office to assist it in checking such information, and I specifically authorize such an investigation. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application will not be processed further.

A photocopy or fax copy of this release form will be valid as an original thereof, even though the said photocopy or fax copy does not contain an original writing of my signature.

This waiver is valid for a period of 1 year for the date of my signature.

Should there be any question as to the validity of this release, you may contact me at the address listed on this form.

I agree to indemnify and hold harmless the person to who this request is presented and his or her agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney fees, arising out of or by reason of complying with this request.

If I am under 18 years of age, my parent or guardian accepts and acknowledges all of the terms stated above by signing below.

Signature of Applicant

Date

Printed Name Applicant

Signature of Parent/Guardian if Under 18

Date

Printed Name of Parent/Guardian