

## PIATT COUNTY EMERGENCY MANAGEMENT AGENCY JOB DESCRIPTION AND DUTIES

POSITION: Half Time EMA Coordinator

DEPARTMENT: EMA (Emergency Management Agency)

REPORTS TO: The Piatt County EMA Committee and the County Board

SUMMARY: Develops and maintains a current operational emergency operation plan for Piatt County. The goal is to prevent, minimize, repair, and/or alleviate injury and damage resulting from emergencies caused by natural, man-made, or nuclear events through planning and coordination of efforts with other emergency/disaster agencies and responders.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following. Other duties may be assigned.)

Responsible for maintaining an emergency operation plan for the County. Coordinates disaster planning efforts with local EMA organizations, public safety departments, fire departments, townships, area hospitals, nursing homes, schools, private businesses, and the news media, as well as the State of Illinois Emergency Management Agency (IEMA) and the Illinois Law Enforcement Alarm Systems (ILEAS).

Meets with appropriate agencies to update on-site coordination plans, which eliminates duplication of efforts and confusion of responsibilities during an emergency.

Responsible for the activation of emergency plans in accordance with established policies and is on 24-hour call. Monitors news and severe weather conditions. In emergencies, contacts all required, designated, and volunteer staff in order to secure canines, divers, communications personnel, storm spotters, and other necessary resources, equipment, and personnel.

Responsible for requesting State assistance and enrolling and discharging volunteers during emergency situations.

Coordinates the County's responsibilities for development of Public Safety Plans and the ongoing rewrite and update of current emergency and disaster plans.

Meets with staff from schools, nursing homes, and businesses, and provides assistance in developing emergency plans for each facility. Works to secure joint purchases of equipment and shared training costs in order to reduce EMA unit expenses.

Ensures that the public receives reasonable notification of emergency situations. Develops a website for public access that includes details concerning mitigation planning, meeting dates for educational programming open to the public and county board meetings, training dates for responders, and instructions on how to prepare for an emergency (including tornados, wind, flooding, winter storms).

Ensures compliance with State and Local training exercise requirements.

Ensures the preparation of appropriate brochures, newsletters, and other educational materials; maintains mailing list of volunteers, organizations, businesses, local officials, and the public as appropriate.

Prepare an annual EMA budget in cooperation with the Piatt County EMA Committee and Piatt County Board.

Engage in the writing of grant applications, donation management, and fund-raising activity to assist in carrying out EMA functions.

Meet regularly with the Piatt County EMA Committee and provide information as to EMA activities and plans, as required.

#### QUALIFICATIONS:

Must be able to respond to various emergency or disaster sites to coordinate and participate in relief activities. Must possess a valid Illinois driver's license in the appropriate classification required by law.

Must be willing to serve in a 24-hour on call capacity. May be required to work unusual hours, weekends, and holidays.

Must be able to establish and maintain satisfactory working relationships with public and private officials and employees, the media, and the general public.

FEMA training: required to be completed within one year of accepting position—all independent study classes required by FEMA under the framework of the National Incident Management System (NIMS): IS 100, IS 200, IS 700; IS 800 and FEMA Professional Development Series: IS 139, IS 230.a, IS 235.a, IS 240.a, IS 241.a, IS 242.a, and IS 244.a.