

TITLE: Director – Emergency Management Agency

PAY GRADE: 18

UNIT: Department Head

FLSA: Exempt

Date of Change effective: 1/1/2026

DIRECTOR OF EMERGENCY MANAGEMENT

Distinguishing Features of the Class:

At the administrative direction of the Johnson County Emergency Management Commission and Chairperson, performs highly responsible professional, administrative, and managerial work directing the activities of the Johnson County Emergency Management Agency, on behalf of the Countywide EMA Commission. plans, directs, coordinates, evaluates, manages, and monitors the activities of all of the Johnson County Emergency Management programs, staff, volunteers, and specialty programs funded by and through the Commission; establishes program objectives with municipal, county, state, and federal Officials. Hired by, and subordinate to the Commission, this role fulfills all duties of the EMA Coordinator as outlined in Iowa code 29.c and administrative code 605.7.1 through 605.7.7, functions as the ema coordinator for the local commission as the head of the local department.

Illustrative Examples of Work:

1. Plans and directs the operations of the department including the promulgation of operating rules, efficient use of personnel and equipment, procurement of materials, supplies, and equipment and maintenance of adequate records.
2. Supervises and evaluates the work of staff; effectively recommends actions related to selection, performance review, scheduling, and discipline; administers personnel and related policies and procedures.
3. Develops and oversees preparation and administration of the departmental budget and strategic plans; assures proper allocation and accountability for expenditures of funds.
4. Consults with federal, state, county, and municipal officials to establish program objectives; prepares project applications, progress reports, and other documents required for state and federal assistance in Emergency Management activities.
5. Prepares, maintains, and is responsible for the execution of the County's comprehensive emergency/disaster plans, evacuation plans and mitigation plan.
6. Promotes public awareness of emergency preparedness through contact with the general public and news media.
7. Maintains the Emergency Operating Center and supervises emergency management staff; assists all emergency units within the county and coordinates the effective operations of the multijurisdictional response efforts originating from the countywide eoc.
8. Supervises the planning, preparation, and management of the annual budget for the local, state, and federal emergency management agencies.

9. Coordinates public warning systems and promotes the maintenance and expansion of the outdoor warning siren system as well as maintains expertise in emergency communications systems.
10. Prepares recommended plans, statutes, ordinances, and resolutions in pursuance of emergency management objectives; develops plans and exercises as required by federal and state mandates designed to test operational procedures during extreme emergencies or disasters; assists departments in preparing for their roles in disaster operations; oversees and prepares billings and purchasing requirements for the Haz-Mat Response Team, Dive Team, Drone Team and Bomb Team.
11. Responsible for administration of federal and state emergency grants.
12. Performs other related duties as required by the Commission.

Required Knowledge, Skills, and Abilities:

- Advanced knowledge of local, state, and federal laws and regulations pertaining to emergency management.
- Advanced knowledge of the policies applicable to local emergency management programs.
- Advanced knowledge of emergency management organization, objectives, and project planning procedures and requirements.
- Considerable knowledge of the principles and practices of public administration with reference to departmental personnel and budget administration.
- Knowledge of hazard identification and risk assessment.
- Knowledge of policy development and implementation, program evaluation, and coalition building.
- Knowledge of communication systems, frequencies, and equipment capabilities.
- Knowledge of basic accounting principles and practices.
- Skill in public speaking.
- Skill in the operating of a personal computer and career relevant software.
- Ability to communicate tactfully/effectively with public officials and the public and to present ideas clearly and concisely in verbal and written form.
- Ability to develop and maintain emergency operation and evacuation plans, direct the use of resources, and coordinate emergency operations under extraordinary circumstances.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to coordinate with agencies at all levels of government.
- Ability to analyze the effectiveness of the department and to correlate its development and changing conditions.
- Ability to plan, assign, and direct the work of staff and project teams.
- Ability to provide leadership and maintain harmonious relations in the department and in public.

- Ability to make verbal presentations.
- Ability to prepare accurate reports.
- Ability to conduct personnel investigations and adhere to administrative policies.
- Ability to establish and maintain effective working relationships with co-workers, other departments, other governmental agencies, public officials at all levels of government, the private sector, and the general public, fostering a collaborative and professional work environment.
- Ability to work non-standard hours in order to attend meetings, participates in scheduled activities, and responds to actual emergencies.

Training and Experience:

- Graduation from an accredited four-year college/university in a related field of study, and/or a combination of education and experience equivalent to a bachelor's degree in the field of emergency management and/or homeland security.
- Eight years of responsible experience in emergency management, public safety, emergency preparedness, business continuity, healthcare emergency preparedness, military preparedness, or related work, or
- Any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities for the position.

Special Requirements: Shall reside within a 20 mile radius of the agency main office within six months of hire or promotion to the position.

- Shall have completed the advanced professional development series of courses as prescribed by FEMA, and ICS 100 through 400 as well as the NIMS 700 & NRP 800 courses.
- Shall be certified as an Iowa certified emergency manager, or as an International Association of Emergency Managers IAEM CEM prior to employment and must obtain an IEMA/HSEM certified emergency manager certificate within one year of employment.
- Shall pass a satisfactory criminal background check and have a clean drug screen as required prior to a final offer of employment.
- Shall possess a valid State of Iowa driver's license and insurability by the agency's insurance carrier.
- Shall possess and maintain as required by Iowa code, a current emergency vehicle operators' course certificate (evoc) prior to operating an agency vehicle.
- Is required to be available on call except when approved by their supervisor, 24 hours a day, seven days a week, either by telephone, radio, or other electronic means for emergency recall or consult.
- Is subject to emergency recall duties in order to provide support for emergency management operations; and may require extended absences from home due to emergency duties.

WORK CONDITIONS & REQUIREMENTS

- Must be available 24/7 for emergency response and consultation.
- Work includes office, field, and EOC environments, sometimes under adverse weather conditions.
- May require lifting of equipment, extended work hours, and travel in all types of weather conditions.

Proposed: 12/18/25

Adopted: 12/18/25

Revised:

Revised:

Adoption by the Johnson County Emergency Management Commission

Resolution No. 2025-121802

A resolution adopting the updated Emergency Management Coordinator Job Description to the Johnson County Emergency Management Agency Director title and the revised Job Description for the Johnson County Emergency Management Agency as approved by the local Johnson County Emergency Management Commission.

BE IT RESOLVED by the Johnson County Emergency Management Commission has reviewed and approved the updated title and job description for the EMA Director role and that the attached job description is hereby approved and adopted.

Passed and approved this ____ day of _____, 2025.

Commission Chairperson: _____

Agency Director & acting as Commission Secretary: _____