



**THOMAS A. CRAIGHTON** | *EMA COORDINATOR*  
*BS, AAS, CRT, PM, FF-II, IACEM, DPS-TRAINING SPECIALIST I*  
*1031 EDGINGTON AVE*  
*ELDORA, IA 50627*  
*OFFICE: 641.512.8717 CELL: 641.425.2460*  
*TCRAIGHTON@HARDINCOUNTYIA.GOV*

**SALARY** \$19.23-\$24.00 Hourly dependent on experience

**OPENING DATE:** **May 5, 2023**

**CLOSING DATE:** **May 23, 2023 4:00 PM**

**PURPOSE OF POSITION:**

Under general supervision of the Emergency Management Coordinator, provides program and administrative support for Hardin County's Emergency Management Agency including the planning and coordination of mitigation, preparedness, response, and recovery activities. Assists in program development and maintenance; provides training and technical assistance to local agencies for plan development, recovery, and response activities; facilitates maintenance of records/data bases; assists with preparation/maintenance of program budgets; coordinates interagency projects; maintains records/prepares reports in compliance with laws, regulations, grant requirements/procedures; coordinates volunteer services and performs other essential or required functions as assigned by the Coordinator.

**SCHEDULE & COMPENSATION:**

This position is a hourly position with an average of 40 hours per week. The starting salary for the position will be determined by the Hardin County Emergency Management Commission at the time of job offering based on experience and education.

**ESSENTIAL FUNCTIONS:**

1. Assists in the preparation/coordination of the County's Comprehensive Emergency Management Plan, and other emergency and disaster related response, mitigation, and recovery plans; assists in the planning/implementation of emergency management projects and programs.
2. Maintains various data bases and record keeping systems that provide for proper evaluation, control, and preservation of pertinent information; conducts research, gathers, organizes, analyzes, and interprets data relevant to program activities.
3. Promotes partnerships with private sector/non-profit organizations; provides technical assistance to local agencies for plan development, recovery, and response activities; works with political representatives/appointed officials to develop awareness of hazards to respective communities; develops support/obtains approval for identified programs; coordinates volunteer services.
4. Maintains communications with local governments and first responder agencies throughout the county; coordinates, participates in, and evaluates exercise scenarios/drills for area response organizations to test emergency management and response plans.
5. Promotes appropriate emergency management training programs to public/private sector individuals; conducts/arranges training sessions, workshops, and awareness programs for



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the public related to hazards/protective measures; assists in preparation/distribution of publications, brochures, videos; maintains supplies, makes presentations to various government/community groups including use of charts, graphs, and complex graphics.

6. Provides staff support to identified stakeholder organizations the agency facilitates; schedules appointments, arranges meetings/conferences, prepares agendas/notices, takes minutes at meetings; prepares correspondence, memorandums, statistical reports, forms, lists, tables, and other specialized documents utilizing a personal computer and word processing, spreadsheet, and data base software programs; gathers/analyzes information, prepares reports that are used as a basis for decision making; prepares graphs, charts, and tables summarizing results; makes formal presentations; develops/prepares ad hoc and management statistical reports upon request.
7. Prepares/administers assigned program or grant budgets/fund disbursements ensuring federal/state requirements are met; utilizes the county's accounting system to properly account for fund activity; assure funds are properly expended; maintains statistical/fiscal records; prepares financial reports; assists in preparation of grant applications; tracks/monitors grant funded expenditures; ensures compliance with grant reporting requirements.
8. Assists the Emergency Management Coordinator with on-scene and Emergency Operations Center activities related to response/recovery operations in the event of emergency, disaster, or pre-planned events.
9. Participates on committees and attends classes, seminars, and meetings related to the emergency management program; prepares technical reports and maintains records/maps.
10. Most of the work will be in the office for regular working hours 8AM to 5PM. There may be times in disasters when this position will be assisting in the field and need to work in outside conditions on their feet.
11. Working regular office hours is required with reliable and prompt attendance.
12. Performs other duties as may be required.

#### **REQUIRED QUALIFICATIONS:**

- Possess and maintain a valid Driver's License.
- Must pass full background check through Hardin County Sheriff's Office
- Highschool Diploma or GED
- Must be able to lift a minimum of 50 pounds occasionally.



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- Basic knowledge of emergency preparedness fundamentals including local, state, and federal guidelines.
- Resident of Hardin County preferred.
- Computer skills with Microsoft products

#### **DESIRED SKILLS AND ABILITIES**

- Basic knowledge of the principles/practices of emergency planning.
- Basic knowledge of hazard identification/risk assessment.
- Basic knowledge of Iowa Fire and EMS rules, regulations, reporting requirements and system development.
- Knowledge of statistics/research methodologies.
- Knowledge of general accounting principles.
- Knowledge of local government budgeting/fiscal management procedures.
- Knowledge of planning/project management principles and practices.
- Familiarity with the structure/purpose of local, state, and federal public safety agencies/organizations.
- Knowledge in the use of personal computers and word processing /spreadsheet/data base software applications including Word, Excel, Power Point, and mapping programs.
- Ability to conduct research, gather/analyze data, observe/evaluate trends, draw logical solutions, and make sound recommendations.
- Ability to collaborate effectively with a broad scope of agencies.
- Ability to prepare comprehensive technical reports including use of maps, charts, and complex graphics.
- Ability to comprehend, interpret, and apply regulations, procedures, and legislation related to emergency management.
- Ability to make clear/understandable presentations of technical information to governmental agencies/departments, professional organizations, and to the public.
- Ability to express oneself clearly and concisely in both oral and written communications.
- Ability to use tact, diplomacy, and persuasion to resolve disputes/gain consensus.
- Ability to establish/maintain effective working relationships/rapport, with co-workers, other departments, other governmental agencies, public officials at all levels of government, the private sector, and the public.
- Ability to work non-standard hours to attend meetings, participate in scheduled activities, and respond to actual emergencies.

Hardin County is an Equal Opportunity Employer.  
Women, minorities, and person with disabilities are encouraged to apply.

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Applications must be electronic from <https://www.hardincountyia.gov/jobposts>