

## Job Description:

Service Area 3A Emergency Preparedness Grant Coordinator

## Position Information:

- Work Type: Full-Time
- Work Schedule: 40 hours per week. Some evenings may be required
- Salary: \$50,000.00 – Annually
- Apply by **5:00 pm on June 22, 2017**. You may mail your application or resume with references to: O'Brien County EMA, P.O. Box 482, Primghar, IA 51245.  
**OR**  
Email your application or resume with references to [jjohnson@obriencounty.org](mailto:jjohnson@obriencounty.org)

You may also apply in person at the office of O'Brien County Emergency Management located at 240 1<sup>st</sup> Street N.E., Primghar, IA

## Position Summary:

- The Emergency Preparedness Grant Coordinator will plan, organize, and coordinate activities for Service Area 3, which includes (Lyon, Sioux, O'Brien, Osceola, Clay, Dickinson, Palo Alto, and Emmet). These activities include communication, education, and collaborative efforts to prepare for an all-hazard response to emergencies, infectious disease outbreaks, and other medical and health threats.

## Position Details:

- Provides consultation and technical assistance to local service area partners.
- Coordinates service area objectives and activities with local partners to assure IDPH contractual and federal grant standards and objectives are met.
- Provides planning assistance to local partners in the preparation and completion of grant work plans.
- Provides communication to service area partners regarding work plans and responsibilities.
- Assists with building service area partnerships.
- Assist with service area coordination and logistics of service area exercises and trainings.
- Assure service area partners have access to and respond to tests and alerts sent by the Iowa Health Alert Network.
- Collect data from service area partners for contractual reports.
- Coordinate service area committee meetings, agendas, minutes, and logistics.
- Complete other tasks as requested by service area general membership.
- Travel is expected.
- Applicants must live or be willing to relocate within Service Area 3A (Lyon, Sioux, O'Brien, Osceola, Clay, Dickinson, Palo Alto, and Emmet).
- O'Brien County will provide office space in Primghar. More information will be provided over the office location during the interview process.

## Qualification & Experience:

- High school diploma or GED required. A 2 or 4 year degree in biological sciences, public health administration, hospital administration, nursing, emergency medical services, or related field is preferred, but not required. Previous experience in emergency medical services, hospital preparedness, public health emergency preparedness, environmental health and safety, infectious disease, or health education

is preferred. Experience with grants is helpful. Experience or knowledge of the National Incident Management System is helpful.

**Benefits:**

There are a wide variety of benefits available to O'Brien County employees. These benefits include retirement benefits, time-off benefits, health insurance, life insurance, vision insurance, dental insurance, and employee assistance program.

**Pre-Employment Physical and Background Check:**

Prospective employee will be required to undergo a post-offer, pre-employment physical examination, drug testing, and background check. O'Brien County will cover the expense of the physical and background check.