JASPER COUNTY EMERGENCY MANAGEMENT AGENCY
1030 W 2nd ST S Newton, Iowa 50208
(W) 641-792-7555
www.jasperema-hls.org

Program Manager Job Description

Position Title: Program Manager

Reports To: Emergency Management Director

Position Summary:

Under the general supervision of the Emergency Management Director, the Program Manager provides essential administrative and operational support for Jasper County Emergency Management. This role is responsible for financial coordination, budget and grant management, emergency communications, and administrative oversight of annual plans and commission meetings.

Additionally, the Program Manager plays a critical role in coordinating the Local Emergency Planning Group (LEPG), developing EMS affiliation, providing public information, notifying emergency victims, and assisting with community preparedness efforts.

Essential Job Duties:

Financial & Budgetary Management:

- Oversee accounts receivable/payable and reconcile monthly/quarterly financial statements.
- Process payroll and annual change notices.
- Manage per capita collection, including invoicing and fund reconciliation for local communities.
- Develop the annual budget, coordinate budget workshops, meet publishing requirements, submit to the Department of Management, and assess the need for budget amendments.

Grant Administration:

- Oversee all aspects of grant management, including Notices of Interest (NOIs), applications, quarterly progress reports, reimbursement requests, equipment inventory tracking, and compliance with administrative policies.
- Ensure successful completion of grant audits and closeout procedures.

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Emergency Management Coordination & Planning:

- Organize and manage Emergency Management Commission meetings, including scheduling, agenda preparation, minute recording, and website postings.
- Coordinate Local Emergency Planning Group (LEPG) efforts, including meeting facilitation, stakeholder engagement, compliance with hazardous materials planning regulations, and maintaining required records.
- Assist with EMS affiliation development, including supply inventory, stocking, purchasing, and distribution.
- Lead the development and annual revisions of emergency support plans, including Emergency Support Functions (ESFs), Recovery Support Functions (RSFs), and mass casualty/fatality plans.
- Coordinate updates for the Jasper County Hazard Mitigation Plan and support local communities and school districts throughout the planning process.
- Serve as the Continuity of Operations Plan (COOP) Coordinator, ensuring bi-annual updates of departmental COOP attachments.

Public Information & Communications:

- Manage Jasper County's Emergency Notification System, including administration, group management, system promotion, issuing alerts, and ensuring compliance with IPAWS (Integrated Public Alert & Warning System).
- Act as Public Information Officer (PIO), delivering citizen preparedness messages through social media and website updates.
- Plan and promote Severe Weather Awareness Week and Preparedness Month initiatives.
- Schedule and promote the annual Storm Spotter course.

Administrative & Office Management:

- Oversee the development, maintenance, and updates of the EMA website and social media platforms.
- Maintain master contact lists and SharePoint files.
- Handling general office duties, including password management, ordering office supplies, and scheduling the Emergency Operations Center (EOC).
- Ensure all required documents, training records, and emergency plans are submitted to Iowa Homeland Security & Emergency Management (IHLSEMD) via SharePoint.

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Qualifications & Skills:

- Experience in emergency management, public administration, or a related field.
- Strong financial management and grant administration skills.
- Excellent organizational, communication, and public relations abilities.
- Proficiency in Microsoft Office, social media platforms, and emergency management software.
- Ability to coordinate multiple projects while meeting strict deadlines.
- Familiarity with emergency planning frameworks, LEPG coordination, EMS supply management, and notification systems such as IPAWS.