

February 15, 2026

Lyon County Emergency Management Agency

EMA Coordinator & 911 Director – Job Description

Definition of Job Classification

This is an administrative and technical position in emergency management under the direction of the Emergency Management Commission of Lyon County, and the County Board of Supervisors.

This Emergency Program Manager shall plan, organize, and coordinate the emergency management program for Lyon County, and act as the County coordinating agent on emergency management matters with Federal and State agencies, local governmental subdivisions, military, professional and volunteer organizations, in accordance with Federal, State, and regional standards and guidelines.

This position carries a wide latitude for the exercise of judgment in setting priorities and determining appropriate methods of meeting standards.

The Emergency Program Manager supervises emergency management staff, and in the event of disaster situation, has the responsibility of coordinating the efforts of many agencies and personnel engaged in disaster recovery activities. This position requires extensive contact with county departments, volunteer and professional groups, private sector organizations, and the general public.

Examples of work performed

The Emergency Program Manager (Lyon County EMA Coordinator)

- Acts as advisor to the Emergency Management Commission and heads of government within Lyon County during disaster and emergency management operations.
- Develops, reviews, and updates multi-hazard emergency operations plans consistent with the guidelines of Federal, and State Government, and consistent with the capabilities of local government.
- Work closely, on a cooperative basis, with departments of local government and community organizations in developing emergency management plans and capabilities.
- Develop plans to ensure the continuance of government during post disaster conditions

- Develop an Emergency Operations Center (EOC), as a site from which key officials can direct and control operations during and after an emergency.
- Coordinate the establishment of disaster and emergency services not available in existing government such as communications, warning, and sheltering.
- Work along with public health, city and county governments to establish sheltering during a natural disaster.
- Coordinate the participation of local agencies in National, State, and local emergency preparedness exercises and training.
- Coordinate and update information regarding facilities and resources of local jurisdictions that are available for use in an emergency or disaster situation.
- Prepare required reports for Federal (FEMA) and State agencies involved in coordination of emergency management plans and activities.
- Secure technical and financial assistance through State and Federal programs.
- Establish an adequate organization of disaster and emergency management services utilizing governmental, volunteer, and private sector groups, and works to maintain and improve such services through training and exercises.
- Initiate claims and actions for the appropriate reimbursement and return of tax dollars for both administrative and disaster recovery costs authorized under Federal and State legislation.
- Maintain report with officials of government outside the County, including Federal, State, and other counties.
- Maintain the county's 911 system and severe weather warning system.
- Coordinate with the National Weather Service for severe weather alerts and spotter training.
- Develop and justify the annual EMA budget and file with the State Auditor.
- Develop and justify the annual 911 budget and file with the State Auditor.
- Must be able to run public meetings.
- Attend all mandatory professional development courses, training seminars, and continuing education classes designed to enhance the knowledge of emergency management and 911 at the State and Federal level.
- Perform other work as may be required by the County Emergency Management Commission or the Board of Supervisors.

Knowledge, Abilities, and Personal Characteristics

The EMA/911 Coordinator position requires knowledge of.

- Local, State, and Federal laws and regulations pertaining to emergency management /911 emergency planning.
- The inter-relationships of Federal, State, and Local government agencies.
- Office management, procedures, organizational principles, and basic accounting principals/practices.
- Potential resources available for use in emergencies or disaster situations.

Ability to:

- Plan, organize, and coordinate disaster preparedness activities involving a variety of groups and agencies.
- Express him/herself clearly and concisely, both oral and in writing.
- Establish and maintain effective working relationships with employees and the general public.
- Exercise good judgement, evaluate situations, and make responsible and educated recommendations.

Experience:

- Must have experience in emergency response and/or emergency management.

Special Requirements.

- Must be able to hook up and pull trailers/generators down the road.
- Must be able to respond to emergency calls on nights and weekends.
- Must be able to assist neighboring counties if they are affected by a disaster.
- Must be able to travel for training (Des Moines, eastern Iowa, etc.) sometimes 3 days at a time.
- Must be able to go door to door in a disaster to gather damage assessments and needs.
- Must be able to respond after a natural disaster anywhere in the county to obtain damage reports and damage assessments to report to the State with in 24 hours of an event. Tornadoes, wind events, ice storms, flooding etc.
- Must be able to do simple maintenance on county generators.