

Good afternoon,

The Woodbury County Emergency Services staff engage in the response to human life and property of Woodbury County citizens.

The Woodbury County Emergency Services staff need and deserve a qualified individual to lead the department.

The Woodbury County Board of Supervisors has a chance to do a small reorganization plan that would improve the services provided to Woodbury County.

The job description of the director should be updated. It still has duties in it from when I was both the Emergency Management Director and Emergency Services Director.

These two jobs have some similarities but the qualifications required to direct each of them are very different.

HAND OUTS

September 2015

July 2021

April 18 2022 - this job description has been revised this week to reflect what I believe as a 41-year employee of the department an appropriate guide for a director.

I recommend the board consider an interview committee for filling the Director of Emergency Services position that would include the following:

2 representatives from the Woodbury County Board of Supervisors

2 representatives from rural fire

2 representatives from rural EMS

The Service Medical Director

The Human Services Director

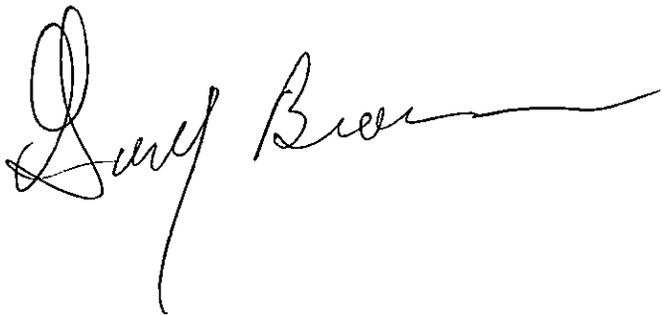
I am willing to assist in any way I can during this transition. This includes helping with the search and hiring process. I would be willing to return to the duty of my position to oversee the department until a new director is hired.

I am not interested in serving past July 30 2022.

I am willing to do this at no cost to the taxpayers of Woodbury County.

I will not require any benefits associated with this position including a vehicle, health insurance, cell phone or mileage.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Gary Brewer". The signature is written in a cursive style with a long horizontal stroke at the end.

April 18, 2022

**Emergency Services Director
Application on Online Revised**

Salary: \$75,000.00 to \$85,000.00

Department: Emergency Services

Opening Date:

Closing Date:

Description: Woodbury County Emergency Services
121 Deer Run Trail
Climbing Hill, IA 51015

Salary: \$75,000.00 to \$85,000.00 (Based on Experience, plus Benefits)

The position of Director is responsible for the operation and administration of the EMS service program and Fire response for Woodbury County Emergency Services Department. The Director will be the Service Director and is obligated to comply with Iowa Code 147A-Chapter 132: Emergency Medical Services-Service Program Authorization, as written in Iowa Code and Administrative Rules.

The Director will also be overseeing emergency response for fire emergencies, manage personnel, department budgets and policies, oversee maintenance of emergency equipment and work with all responders and other emergency agencies and departments to improve countywide response during emergency events.

DUTIES:

Essential Functions and Responsibilities:

The following duties are typical for this position.

These are not to be construed as exclusive or all inclusive.

Other duties may be required and assigned.

- Be available to handle or consult on major problems and work a flexible schedule as needed.
- Be knowledgeable with guidelines, policies, reporting and additional documentation requested by the state of Iowa (IDPH BETS).
- Be familiar with the standards and direction requested by the Iowa Fire Service Training Bureau.
- Act as a liaison with other departments and organizations involved in emergency response within Woodbury County.
- Oversee the preparation and presentation of annual budgets.
- Disseminate information to the public and various organizations concerning emergency services.
- Attend meetings with the public and other departments or agencies.
- Participate in workshops and conferences that focus on emergency response at multiple levels.
- Coordinate emergency response for both EMS and fire emergencies.
- Supervise staff in daily activities and functions.

- Implement a consistent training program for multiple skill sets for both staff and rural responders.
- Document employee performances and expectations in relation to department goals.
- Be reliable and exercise good judgment in evaluating situations and making decisions.
- Performs a variety of other duties relative to the position under the direction of the Woodbury County Board of Supervisors.
- Attendance is required.

REQUIRED QUALIFICATIONS:

- Graduate from High School or GED equivalent with a minimum of three years of responsible full-time experience in emergency response, planning, public safety & administration, military preparedness or related work OR GED equivalent and five years of responsible part-time (10 hours/week or more) experience in emergency response, planning, public safety & administration, military preparedness or related work.
- Minimum Required Certification: Iowa Emergency Medical Technician (EMT),
- Paramedic (P) certification preferred.
- Be familiar with National Incident Management Systems (NIMS)
- Knowledge of local, state and federal laws and requirements pertaining to emergency services.
- Knowledge of communications systems, frequencies, equipment capabilities, antenna systems.
- Knowledge of office management, procedures and organizational principles.
- Knowledge of basic accounting principles and practices.
- Ability to establish and maintain effective working relationships with employees, public officials and the general public.
- Maintain cooperative discussions between Emergency Services and all county departments.
- Ability to direct the use of resources and coordinate emergency services under extraordinary circumstances.
- Ability to organize a county or community-wide programs including citizens and EMS volunteers.
- Physical ability to lift 50-85 pounds.
- Able to successfully pass: physical examination, back screen, vision, hearing screening/test, DOT drug screen and background check.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION OTHERWISE THE APPLICATION WILL NOT BE FORWARDED.

Woodbury County application and resume are required.

DEADLINE FOR RECEIPT OF APPLICATIONS:

4:30P.M. Monday, XXXXXXXXXXXXXXXXXXXX

Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

WOODBURY COUNTY
invites applications for the position of:

Emergency Services Director

SALARY:	\$65,000.00 - \$75,000.00 Annually
DEPARTMENT:	Emergency Services
OPENING DATE:	07/28/21
CLOSING DATE:	Continuous

DESCRIPTION:

Location: Woodbury County Emergency Services
121 Deer Run Trail
Climbing Hill, IA 51015

Salary: \$65,000- \$75,000/year (Based on Experience, plus Benefits)

Responsible and accountable for effectively and efficiently coordinating human, physical, and monetary resources in the administration of the Emergency Services; including development and maintenance of department policies and department emergency plans, training personnel to execute said policies, plans and the accomplishment of other areas of responsibility in accordance with Federal and State regulations as well as County goals. This position is under direct authority of the Woodbury County Board of Supervisors.

DUTIES:

Essential Functions and Responsibilities:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive.

Other duties may be required and assigned.

- Be on call 24 hours per day to handle or consult on major problems and work a flexible schedule as needed.
- Develop and review the organization, training and operations plan of the County Emergency Services.
- Act as liaison and counsel with other departments, agencies and organizations in their existing or proposed relationships with response.
- Disseminate information to the public, agencies and various organizations concerning emergency services
- Develop, maintain, and test the communication system, and take calls when needed.
- Participate in workshops and conferences; focused on emergency response and planning at local, state, regional and national level.
- Assist in preparation and presentation of annual budget for Emergency Services expenses.
- Prepares various reports and correspondence required by federal, state and local governments.

- Supervise staff to facilitate and coordinate emergency response activity.
- Review and document employee performance in relation to County and department goals and expectations.
- Oversee operation of emergency equipment and rescue units.
- Oversee operation and maintenance of Starcomm systems, equipment, facilities and budgeting approved by the Starcomm Executive Committee and Woodbury County Board of Supervisors.
- Available to take calls when Starcomm response team not available.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Performs a variety of other duties relative to the scope of designated responsibility under the direction of the Woodbury County Board of Supervisors.
- Attendance is required.

REQUIRED QUALIFICATIONS:

- Graduation from High School or GED equivalent and three years of responsible full-time experience in emergency services planning and research, public safety, public administration, military preparedness or related work, or graduation from high school or GED equivalent and five years of responsible part-time (10 hours/week or more) experience in emergency planning and research, public safety, public administration, military preparedness or related work and Paramedic Certified preferred.
- Knowledge of local, state and federal laws and regulations pertaining to emergency services and emergency planning.
- Knowledge of communications systems, frequencies, equipment capabilities, antenna systems, and federal communications commission regulations.
- Knowledge of office management, procedures, and organizational principles.
- Knowledge of basic accounting principles and practices.
- Ability to establish and maintain effective working relationship with employees, public officials, and the general public.
- Maintain cooperative discussions between Emergency Management and Emergency Services Departments.
- Ability to prepare accurate reports.
- Ability to write plans and direct the use of resources and coordinate emergency services under extraordinary circumstances.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to organize a county or community-wide program involving large numbers of citizens to engage in civic programs on a volunteer basis.
- Physical ability to lift 50-85 pounds.
- Able to successfully pass: physical examination, back screen, vision, hearing screen/test, DOT drug screen and background check.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION OTHERWISE THE APPLICATION WILL NOT BE FORWARDED.

Woodbury County application and a resume are required.

**DEADLINE FOR RECEIPT OF APPLICATIONS:
4:30 P.M., Monday, Sept. 6, 2021 or Until position filled.**

Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.woodburycountyia.gov/>

Position #2021-00029
EMERGENCY SERVICES DIRECTOR
SR

620 Douglas Street Rm 701
Sioux City, IA 51101
712-279-6480

Emergency Services Director Supplemental Questionnaire

- * 1. Do you have a resume to submit with your application? THIS IS REQUIRED. APPLICATION WILL NOT BE FORWARDED WITHOUT RESUME.

Yes No

- * 2. HAVE YOU INCLUDED ALL REQUIRED DOCUMENTS FOR SUBMISSION. YOUR APPLICATION WILL NOT BE FORWARDED WITHOUT ALL DOCUMENTS NECESSARY AT TIME OF DEADLINE.

Yes No

- * Required Question

Woodbury County Job Description Emergency Services, Director

Department: Woodbury County Emergency Services

Title: Director

Reports To: County Board of Supervisors

FLSA Designation: Exempt

Effective Date: September 2015

Purpose:

Responsible and accountable for effectively and efficiently coordinating human, physical and monetary resources in the administration of the Emergency Services Department; including the development and maintenance of department policies and department emergency plans, training personnel to execute said policies, plans and accomplishments of other areas of responsibilities in accordance with Federal and State regulations as well as County goals.

Essential Functions and Responsibilities:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Develop and reviews the organization, training and operational plans of Emergency Services
- Act as liaison and counsels with other departments, agencies and organizations in their existing or proposed relationships with emergency preparedness and response.
- Disseminates information to the public, agencies and various organizations concerning emergency services
- Develops, maintains, and test the communication and warning system
- Participates in workshops and conferences; focused on emergency response and planning at local, state, regional and national level.
- Assist in preparing and presenting annual budgets for Emergency Services expenses
- Prepare various reports and correspondence required by federal, state and local governments
- Supervise the staff to facilitate and coordinate emergency response activities
- Oversees operation of emergency equipment, rescue units and performs a variety of other duties relative to the scope of designated responsibility under the direction of the Woodbury County Board of Supervisors
- Oversee operations and maintenance of Starcomm systems, equipment, facilities and budgeting approved by the Starcomm Executive Committee and Woodbury County Board of Supervisors.

Non-Essential Functions and Responsibilities:

- Have the ability to exercise good judgment in evaluating situations and making decisions
- Perform related duties as may be requested

Minimum Education and Experience Required Performing Essential Functions:

- Knowledge of local, state and federal laws and regulations pertaining to emergency services
- Knowledge of communication systems, frequencies, equipment capabilities, antenna systems, and federal communications commission regulations
- Knowledge of office management, procedures and organizational principles
- Knowledge of basic accounting principles and practices
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to establish and maintain an effective working relationship with employees, public officials, and the general public
- Ability to prepare accurate reports
- Ability to write plans and direct the use of resources and coordinate emergency services under extraordinary circumstances
- Ability to exercise good judgment in evaluating situations and making decisions
- Ability to organize a county or community-wide program involving large numbers of citizens to engage in civic programs on a volunteer basis

- Graduation from high school or GED equivalent and three years of responsible full-time experience in emergency services planning and research, public safety, public administration, military preparedness or related work, or graduation from high school or GED equivalent and five years of responsible part-time (10 hrs./week or more) experience in emergency planning and research, public safety, public administration, military preparedness or related work.

Mental and Physical Competencies Required to Perform Essential Functions:

Language Ability

- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals and/or Iowa or County Emergency Services systems
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of the County
- Ability to read and understand legal descriptions, policies, and procedures
- Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English
- Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent and to draw or interpret
- Knowledge of basic bookkeeping principles

Behavior Skills

- Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization
- Conduct an appearance in good keeping with a professional image and/or position of the County
- Ability to read and understand the work place rules as written within the County policies such as:
 - Bullying will not be tolerated
 - Theft and dishonesty will not be tolerated
 - Disobedience, insubordination, or refusal to comply with reasonable instructions or authorized supervision will not be tolerated

Cognitive Demands

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several variables in standardized situations
- Ability to establish and maintain effective working relationships with associates and general public

Equipment Used

- Possess knowledge of any equipment relating to County systems such as:
 - Computer, typewriter, printers, calculator (10 key), copier, mail process machine
- Possess knowledge of common emergency response tools and equipment
- Possess the ability to instruct and train staff on all emergency tools and equipment

Physical Demands

- Typical environment involving sitting, walking, occasional bending, lifting and carrying objects
- Utilize a negligible amount of force frequently or consistently to move objects
- Horizontal and vertical reaching motion is required
- Aptitudes requiring are those typically associated with operations related to County Emergency Services systems
 - Numerical and forms perceptions
 - Clarity of vision 20" or less to view computer screens and for preparing and analyzing written data

- and to determine the accuracy and thoroughness of work and observing general surroundings and activities
- Eye, hand and foot coordination
- Hand and finger dexterity
- Motor coordination
- Grasping and repetitive motions
- Hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word

Environmental Adaptability

- Work is performed in all environments and has exposure to all environmental issues
- Employee is subject to adverse environmental conditions

Special Requirements

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks
- Possession of an appropriate driver's license valid in the state of Iowa
- Candidate for hire must successfully pass a background check, a physical examination and drug screening test prior to employment
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks