

Ford County EMA Coordinator

FORD COUNTY, ILLINOIS

NOW HIRING

Emergency Management Agency (EMA) Coordinator

Ford County, Illinois is seeking qualified applicants for the position of Emergency Management Agency (EMA) Coordinator.

The EMA Coordinator is responsible for leading the County's emergency preparedness, disaster response, recovery, mitigation, and homeland security coordination efforts. This position plays a critical role in protecting the residents, infrastructure, agriculture, and communities of Ford County during emergencies and disasters.

The successful candidate will work closely with local municipalities, law enforcement, fire protection districts, EMS agencies, public health officials, schools, regional partners, and state and federal emergency management agencies.

Essential Responsibilities

- Coordinate countywide emergency management operations
- Maintain and update emergency response plans
- Manage Emergency Operations Center activations
- Coordinate disaster preparedness exercises and training
- Administer emergency management grants
- Ensure compliance with FEMA, NIMS, and Illinois EMA requirements
- Serve as liaison to state and federal emergency management agencies
- Assist with disaster response and recovery operations

Preferred Qualifications

- Experience in emergency management, meteorology, public safety, fire service, EMS, law enforcement, military, or related field
- Strong leadership and communication skills
- FEMA ICS certifications preferred

- Knowledge of emergency planning and disaster operations
 - Grant administration experience preferred
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Requirements

- Valid Illinois Driver's License
 - Ability to respond to emergencies outside normal business hours
 - Successful background check
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Compensation

Salary and benefits are commensurate with qualifications and experience.

Application Process

Interested applicants should submit:

- Cover letter
- Resume
- Professional references

Applications may be submitted to:

Ford County Board Chairman Chase McCall

Electronically: cmccall@fordcounty.illinois.gov

By mail: 200 W. State St., Rm. 101, Paxton, IL 60657

Applications will be accepted until the position is filled.

Ford County is an Equal Opportunity Employer.

Job Description

Position Title: Emergency Management Agency (EMA) Coordinator

Department: Ford County Emergency Management Agency

Reports To: Ford County Board Chairman; Ford County Board

FLSA Status: Exempt

Employment Status: Part-Time

Salary Range: Commensurate with qualifications and experience

Position Summary

The Ford County Emergency Management Agency (EMA) Coordinator serves as the chief administrator and operational leader of the County's emergency management and disaster preparedness program. The Coordinator is responsible for planning, organizing, directing, coordinating, and evaluating countywide emergency management activities related to mitigation, preparedness, response, recovery, continuity of operations, homeland security coordination, hazard mitigation, public warning systems, and disaster resilience.

This position is established pursuant to the Illinois Emergency Management Agency and Office of Homeland Security and the Illinois Emergency Management Agency Act, 20 ILCS 3305.

Under state law, the Coordinator serves as the staff assistant to the principal executive officer of the political subdivision and has direct responsibility for the organization, administration, training, and operation of the emergency services and disaster agency.

The EMA Coordinator works collaboratively with federal, state, county, municipal, fire, law enforcement, EMS, public health, school, and private-sector partners to ensure Ford County maintains an effective all-hazards emergency management program.

Essential Duties and Responsibilities

Emergency Management Administration

- Direct and administer all operations of the Ford County Emergency Management Agency.

- Maintain compliance with applicable federal, state, and local emergency management laws, regulations, standards, and grant requirements.
- Develop, maintain, update, and implement the County Emergency Operations Plan (EOP) and related annexes.
- Coordinate countywide emergency preparedness, mitigation, response, and recovery activities.
- Maintain accreditation and operational readiness standards established by the State of Illinois.

Emergency Preparedness & Planning

- Conduct hazard identification and risk assessments for natural, technological, and human-caused disasters.
- Coordinate emergency planning efforts with municipalities, townships, schools, hospitals, nursing homes, utilities, agricultural stakeholders, and critical infrastructure partners.
- Develop continuity of operations and continuity of government plans.
- Coordinate and facilitate tabletop exercises, drills, and full-scale emergency exercises.
- Maintain emergency notification and warning systems.

Incident Response & Recovery

- Coordinate county emergency operations during disasters and major incidents.
- Activate and manage the Emergency Operations Center (EOC) when necessary.
- Serve in an Incident Command System (ICS) leadership role as appropriate.
- Coordinate resource requests and mutual aid assistance with state and regional agencies.
- Assist local governments and agencies with disaster recovery and reimbursement documentation.

Intergovernmental & Public Coordination

- Serve as liaison between Ford County and:
 - Illinois Emergency Management Agency and Office of Homeland Security
 - Federal Emergency Management Agency
 - Local fire protection districts
 - Law enforcement agencies
 - Public health agencies
 - School districts
 - Municipal governments
 - Volunteer and nonprofit organizations
- Coordinate public preparedness education and outreach efforts.
- Represent Ford County at regional and statewide emergency management meetings.

Training & Compliance

- Ensure county compliance with National Incident Management System (NIMS) requirements.

- Coordinate training opportunities for county employees and partner agencies.
- Maintain required certifications and records.
- Prepare required reports for county, state, and federal agencies.

Grants & Fiscal Management

- Research, apply for, administer, and monitor emergency management and homeland security grants.
- Prepare and manage EMA budgets and expenditures.
- Maintain inventory and accountability of EMA equipment and assets.

Additional Duties

- Maintain availability for emergency call-outs, including nights, weekends, and holidays.
- Perform other duties as assigned by the Ford County Board or County Board Chairperson.

Minimum Qualifications

Education

- Bachelor's degree in emergency management, meteorology, public administration, homeland security, criminal justice, fire science, public safety, or related field preferred.
- Equivalent combination of education, training, and experience may be considered.

Experience

- Minimum of three (3) years of progressively responsible experience in emergency management, public safety, disaster response, fire service, law enforcement, EMS, military, or related field preferred.
- Experience in grant management and interagency coordination preferred.

Certifications

Preferred certifications include:

- FEMA ICS 100, 200, 300, 400, 700, and 800
- Professional Emergency Manager (PEM), Certified Emergency Manager (CEM), or ability to obtain within a reasonable period
- Illinois Professional Development Series coursework preferred

Knowledge, Skills, and Abilities

- Thorough knowledge of emergency management principles and practices.
 - Knowledge of the Illinois Emergency Management Agency Act and NIMS/ICS protocols.
 - Strong leadership, organizational, and communication skills.
 - Ability to remain calm and make sound decisions during emergencies.
 - Ability to establish and maintain effective working relationships with public officials, emergency responders, and the public.
 - Strong computer, report writing, and recordkeeping skills.
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Physical Requirements

- Ability to work extended hours during emergencies and disasters.
 - Ability to travel throughout the county and region.
 - Ability to lift and carry emergency equipment and supplies as needed.
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Appointment Authority

Pursuant to 20 ILCS 3305/10(i), the EMA Coordinator shall be appointed by the principal executive officer of the political subdivision in the same manner as heads of regular governmental departments.