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POSITION TITLE: Coordinator, Marion County Emergency Management Agency

EMPLOYMENT TYPE: Part-Time, Appointed Position

REPORTS TO: Marion County Board Chair of Designee

SUPERVISES: Deputy/Assistant Coordinators, EMA Personnel, Volunteers

SALARY: \$30,000.00 ANNUAL

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POSITION SUMMARY:

The Coordinator serves as the chief administrator of the Marion County Emergency Management Agency (EMA) and is responsible for ensuring full compliance with the Illinois Emergency Services and Disaster Agency Act (20 ILCS 3305) and the planning, training, and operational guidelines established by the Illinois Emergency Management Agency (IEMA). The Director oversees countywide preparedness, mitigation, response, and recovery programs; maintains the county's Emergency Operations Plan (EOP); coordinates with municipal, state, regional, and federal partners; and leads the Emergency Operations Center (EOC) during emergencies and disasters.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Establish, maintain, and administer the Marion County emergency management program in accordance with 20 ILCS 3305.
- Develop, maintain, and annually update the County Emergency Operations Plan (EOP) and associate annexes with IEMA standards; submit updates to IEMA for review and approval.
- Provide all county and municipal officials with written documentation of emergency duties, disaster authority, and chain-of-command per statute.
- Activate and direct the Emergency Operations Center (EOC) during emergencies; coordinate multi-agency response using NIMS/ICS.
- Develop and maintain mutual-aid agreements, intergovernmental compacts, and resource-sharing arrangements with municipalities and response partners.
- Serve as the primary liaison to IEMA, FEMA, state agencies, and outside jurisdictions.

- Direct planning, mitigation, response, recovery, public outreach, training, and exercises.
- Manage agency budget, grants, procurement, reporting, and reimbursement processes.
- Recruit, supervise, evaluate, and support Deputy Directors, volunteers, and operational staff.
- Ensure readiness of county warning systems, communications systems, and emergency response assets.
- Present briefings to the County Board and maintain ongoing communication with elected officials.
- Serve or provide personnel for state-level mobile support teams when requested by IEMA.

MINIMUM QUALIFICATIONS:

- Demonstrated experience in emergency management, public safety, disaster response, or incident command.
- NIMS/ICS Required: IS-100, IS-200, IS-700, IS-800. ICS-300 and ICS-400 required or obtained within 18 months.
- Strong leadership, communication, and decision-making skills.
- Ability to work extended, irregular hours, including nights, weekends and Holidays.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in emergency management, Public Administration, Homeland Security, Public Safety, or equivalent experience.
- Experience with Illinois EMA law (20 ILCS 3305) and IEMA planning standards.
- Prior supervisory or administrative leadership in emergency management or public safety.
- Grant administration experience.

PHYSICAL / AVAILABILITY REQUIREMENTS:

- Ability to respond rapidly to emergency scenes, work under stressful conditions, operate in field and EOC environments, and lift moderate equipment loads.
- Must be available for 24/7 emergency recall.

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POSITION TITLE: Assistant Coordinator – Operations (Assistant Coordinator 1)

EMPLOYMENT TYPE: Part-Time, Appointed Position

REPORTS TO: EMA Coordinator

SUPERVISES: Operational/Emergency Management Volunteers

SALARY: \$15,000.00 ANNUAL

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POSITION SUMMARY:

The Assistant Coordinator – Operations assists the EMA Coordinator by overseeing all operational components of the county emergency management program. This includes emergency response coordination, logistics, field operations, mutual aid support, EOC support, and equipment readiness. The position ensures all operations follow NIMS/ICS and align with 20 ILCS 3305 and IEMA’s operational guidance.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assist with activation and operation of the Emergency Operations Center (EOC).
- Coordinate emergency response operations, resource allocation, staging, and field activities.
- Maintain county communications systems, warning systems, and responder interoperability tools.
- Manage and maintain equipment, vehicles, response caches, mobile units, and operational supplies.
- Support the Director in developing, updating, and implementing operational plans and procedures.
- Lead operational training, drills, and exercises for staff and volunteers.

- Coordinate with municipal agencies, fire, EMS, law enforcement, public works, and other partners during incidents.
- Ensure operational actions conform to NIMS/ICS and the county's EOP.
- Act as Acting Director in the absence of the Director.

MINIMUM QUALIFICATIONS:

- Experience in emergency response (fire, EMS, law enforcement, public safety, or EM).
- ICS Required: IS-100, IS-200, IS-700, IS-800; ICS-300 required or obtained within 18 months.
- Ability to operate communications systems, field equipment, and emergency apparatus.
- Strong organizational and logistical skills.

PREFERRED QUALIFICATIONS:

- Experience with Illinois EMA operations, mutual aid systems, or interagency coordination.

PHYSICAL / AVAILABILITY REQUIREMENTS:

- Ability to lift equipment, deploy to emergency scenes, and work in outdoor or stressful environments.
- Must be available for after-hours and emergency response.

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POSITION TITLE: Assistant Coordinator – Planning & Administration (Assistant Coordinator 2)

EMPLOYMENT TYPE: Part-Time, Appointed Position

REPORTS TO: EMA Coordinator

SUPERVISES: Administrative Personnel, Emergency Management Volunteers

SALARY: \$15,000.00 ANNUAL

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POSITION SUMMARY:

The Assistant Coordinator – Planning & Administration supports the Coordinator by managing planning, documentation, training records, grant administration, and overall compliance with IEMA and Illinois statute. This role focuses on long-range preparedness, emergency planning, mitigation, administrative compliance, and public outreach.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Lead development, revision, and maintenance of the county EOP, annexes, and planning documents to IEMA standards.
- Manage documentation of emergency roles, responsibilities, and disaster chain-of-command for county and municipal officials as required by 20 ILCS 3305.
- Manage grant applications, program reporting, reimbursements, and compliance requirements.
- Maintain training records, credentialing files, volunteer records, and administrative databases.

- Coordinate community outreach, preparedness campaigns, public information materials, and resiliency efforts.
 - Manage hazard mitigation planning and support long-term risk-reduction projects.
 - Serve as Planning Section Chief during EOC activation—manage situation status, documentation, resource tracking, and recovery planning.
 - Act as Acting Director in the absence of the Director or Deputy Director of Operations.
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MINIMUM QUALIFICATIONS:

- Experience in planning, public administration, emergency management, grant management, or related fields.
- ICS Required: IS-100, IS-200, IS-700, IS-800; ICS-300 preferred.
- Strong writing, documentation, and analytical skills.
- Understanding of Illinois emergency management law and IEMA planning requirements.

PREFERRED QUALIFICATIONS:

- Experience with EOP development, hazard mitigation, or government planning processes.
- Familiarity with FEMA, IEMA grants, or disaster reimbursement programs.

PHYSICAL / AVAILABILITY REQUIREMENTS:

- Ability to work in an EOC environment for extended periods and respond during emergencies as needed.
- Occasional field or outreach work required.

Please contact Cody Rose, Marion County ESDA Liaison at

crose@marionco.illinois.gov if interested.