

***Town of _____ Office of Emergency Management
Emergency Management Director Job Description***

Nature of work:

Under the direction of the executive heads of the governing body of the municipality (Board of Selectmen), the Emergency Management Director plans, organizes and directs the municipal Emergency Management (EM) program; acts as the community's representative on all Emergency Management matters; and coordinates activities of the local office of Emergency Management with other local agencies having Emergency Management responsibilities.

Essential Duties and Responsibilities:

- Identify the Natural and Manmade Hazards that could impact the municipality.
- Directs the planning, organizing and execution of local Emergency Management activities, conferring as necessary with the County and State emergency management agencies and with neighboring emergency management directors to assure that its activities are an integral and coordinated part of the overall County, State, and National programs.
- Keeps the chief executives fully informed on all Emergency Management matters and acts as their representative in dealing with other governmental and private organizations concerned with Emergency Management.
- Maintains and updates emergency response, recovery, continuity, and hazard mitigation plans for the municipality.
- Maintains and updates mutual aid agreements with neighboring communities.
- Directs an information program to inform all residents about Disaster Preparedness activities.
- Organizes, maintains, staffs and manages an Emergency Operations Center (EOC).
- Completes and submits disaster reports and resource requests to the County EMA.
- Maintains emergency communications equipment for the municipal EOC.
- Participates in regional disaster exercises to test local emergency response agencies.
- Attends Emergency Management training courses and workshops.
- Schedules public officials and emergency responders for EM training courses and workshops.
- Attends Local EM Director's Meetings sponsored by the County EMA, and provides the County EMA with reports and local information.
- Advises the chief executive(s) of needs of the EM; prepares the EM budget.
- Serves as the Municipal NIMS (National Incident Management System) Coordinator.

General Requirements:

- Knowledge of the structure, functions, and interrelationships of State and local governments.
- Knowledge of the methods of organization, planning, management, and supervision.
- Knowledge of the background and objectives of the Federal, State, County, and Local Emergency Management programs.
- Ability to evaluate situations and exercise good judgment in making decisions.
- Ability to work with personal computers and internet based tools.