

TOWN OF GLOCESTER
Position description
Emergency Management Agency Director

Position summary

Coordinate and direct a comprehensive Emergency Preparedness program for the Town of Gloucester with the goal of saving lives, protecting people and property by maintaining emergency operational capabilities that prepare for, respond to, mitigate and recover from manmade or natural disasters and any other emergency incidents or situations. Reports to the Town Council but works under the general supervision of the Director of Public Safety.

Essential duties and responsibilities

1. Ensure the Town of Gloucester Emergency Operation Plan remains current and also provide and update plans for disaster preparation, evacuation, and recovery. Formulates and proffers emergency management policies and procedures.
2. Update and maintain the yearly Town of Gloucester Medical Emergency Distribution (MED) Plan.
3. Act as a liaison for the municipality and work closely with other local, state and federal emergency management agencies.
4. Attend meetings with FEMA and RIEMA as required.
5. Establish and maintain an emergency shelter(s) system. Ensure the shelter(s) meet all FEMA, RIEMA, Red Cross, state and federal codes and requirements. This involves coordination with volunteer agencies, local transportation coordinators, and private sector.
6. Establish and maintain as needed, methods and procedures for mass notification in the event of a critical incident that will impact a large segment of the Gloucester population. (incidents may include, but are not limited to: hurricanes, power outages, flood, water & food distribution, and shelter).
7. Coordinates training exercises and training for municipal employees and fire districts as needed and required.
8. Prepare and submits grants for the purpose of securing state or federal money, equipment, etc. to meet the municipalities emergency preparedness needs.
9. Obtain (and subsequently maintain) National Incident Management System (NIMS) and Incident Command System certifications. (ICS 100-400, 700-800) within a two year period.
10. Coordinate all hazard threat and vulnerability assessment for the purpose of emergency planning and funding procurement annually.
11. EMA Director will maintain a current inventory of all available response assets in the jurisdiction and know where additional assets may be available through Memorandums of Understanding/Memorandums of Agreements, mutual aid contracts and private sources.
12. Prepare annual budget request and supervise expenditures.
13. Prepare and submit reports to appropriate officials, state and federal agencies as required.
14. Maintain records and files for the Town's Emergency Management Agency.
15. Appoint qualified and capable volunteers and provide training and assistance to them as needed.
16. Perform other duties and assume other responsibilities, including special projects, as assigned by the Chief of Police and/or the Gloucester Town Council.

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Emergency incidents and situations

The Emergency Management Agency Director acts as a resource to the Incident Commander during a critical incident.

1. Ensure and facilitate proper coordination among municipal, state, and federal agencies and ensure logistical needs are met.
2. During emergencies the Emergency Management Agency Director assists in keeping the Town Council President and/or Chief Municipal officer(s) informed during the event.
3. Assist in the coordination of municipal service departments (fire, police , DPW and schools etc.) and staffing of the Emergency Operations Center.
4. Must be available 24-7-365 during town emergencies and critical incidents.

Knowledge, skills and abilities

1. Thorough knowledge of emergency operations and preparedness.
2. Ability to professionally analyze potential disaster conditions and advise and coordinate preparedness and recovery action on a priority basis as necessary.
3. Ability to plan, organize resources, and execute approved plans.
4. Ability to reason, problem solve and think creatively.
5. Ability to work independently, effectively and to exercise sound and appropriate judgment.
6. Ability to communicate (written and verbal) effectively.
7. Ability to establish and maintain effective work relationships with other Town officials, Town employees and the general public and the news media.
8. Ability to prepare and maintain accurate records and prepare accurate, pertinent and appropriate reports.
9. Ability to understand and follow oral and written instructions.

Training and experience

1. High school graduate or equivalent recognized certificate.
2. Must have at least five years experience in public safety and emergency service field.
3. Previous experience in government employment desirable.
4. Must possess basic computer skills, including Microsoft word, Email-internet, and excel.
5. Must possess a valid driver's license.

Other

1. All applicants are subject to a criminal background investigation.
2. Hours worked will vary according to meetings, preparedness and situations.
3. Compensation does not change during emergency incidents.