

**Position Purpose:**

Performs responsible administrative and supervisory work in planning for the safety of the citizens of the town before, after and during a natural or man-made emergency; coordinates, plans, organizes and directs the Emergency Management programs for the Town such as public education and training. Performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Directs the planning, organizing, and carrying out of local Emergency Management activities, conferring as necessary with Worcester County and Massachusetts Emergency Management Agency (MEMA) as well as neighboring local EMA agencies to assure that its activities are an integral and coordinated part of the Overall County and State programs
- Keeps the Town Administrator and Board of Selectmen fully informed on all Emergency Management matters and acts as their representative in dealing with other governmental and private organizations concerned with Emergency Management
- Directs a public information program to keep all residents of the local jurisdiction informed about EMA activities. Provides periodic written update of major activities including news articles for the local paper
- Establishes, maintains, and runs the local Emergency Operations Center
- Attends EMA training courses and workshops
- Secures and maintains information regarding facilities and resources of the local jurisdiction and neighboring mutual aid jurisdiction for use in emergency situations
- Attends Local EMA Director's Meetings sponsored by the Massachusetts Emergency Management Agency and provides MEMA with reports and or local information particularly through eCEMP
- Advises the Finance Committee of financial needs of the EMA and prepares the annual budget
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

High School diploma; Associates Degree desired, experience in utilizing ICS and NIMS; or any equivalent combination of education and experience. Possession of a valid motor vehicle operator's license. Military or civil emergency response experience is helpful. Certified Emergency Manager (CEM) recommended but not required

**Knowledge, Ability and Skill:**

**Knowledge:** Knowledge of Incident Command System (ICS) and National Incident Management System (NIMS) and knowledge of structure, functions and interrelationships of state, federal and local governments. Thorough knowledge of the principles and practices of emergency management administration; thorough knowledge of the approved methods and procedures of modern emergency management techniques, equipment, and related practices.

**Ability:** Ability to deal effectively with local and state governmental officials, and the ability to evaluate situations and exercise good judgment in making decisions. Ability to communicate effectively to both the news media and the general public and clearly answer questions.

**Skill:** Skill in operating computers and wide assortment of software products; strong interpersonal, training, instructing, communication and planning skills.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges. Vision and hearing at or correctable to normal ranges.

**Supervision:**

**Supervision Scope:** Performs responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services; employee works independently in formulating decisions regarding all aspects of operations.

**Supervision Received:** Works under the general direction of the Board of Selectmen, with considerable latitude for independent judgment and action. Employee functions independently referring specific problems to supervisor only where clarification or interpretation of town policy or procedure is required.

**Supervision Given:** Supervises and appoints Assistant Emergency Management Director and Community Emergency Response Team (CERT) members.

**Job Environment:**

- Administrative work is performed under typical office conditions; emergency work is performed under conditions which involve personal danger, with serious exposure to all types of weather conditions and hazardous environments; on call 24 hours a day. work environment is moderately noisy.
- Operates an automobile, light truck, hand tools computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Interacts with other town departments, businesses, the general public, and state and federal agencies.
- Has access to department-related confidential and/or sensitive information, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.
- Errors could endanger life and property, accidental exposure to harmful chemicals, delays or loss of service, damages to building and/or equipment and have legal and/or financial repercussions.

**EMERGENCY MANAGEMENT DIRECTOR**

STERLING, MA

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*