

Town of Scotland, CT
Emergency Management Director
Job Description

Job Title: **Emergency Management Director**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date:8-10-11

Job Desc. Last Review Date:8-10-11

Job Desc. Approved By: **Scotland BOS** Date:August 10, 2011

This position is: Elected Appointed Hired

POSITION SUMMARY

Working as a staff person to the First Selectman, the Emergency Management Director (EMD) is responsible for Scotland's Emergency Management Program. The goal of the program is to save lives and protect property. The EMD will plan, develop, organize, direct and coordinate the town's Emergency Management Program by maintaining emergency operational capabilities to mitigate, prepare for, respond to, and recover from any emergency or disaster.

JOB DUTIES

1. Advise the First Selectman on emergency management matters and related laws, rules and regulations.
2. Develop an Emergency Operations Plan for Scotland.
 - Work with the First Selectman to coordinate the emergency management forces of the town in the handling of a disaster or emergency.
 - Coordinate with the Communications Coordinator, Warning Coordinator, Public Information Officer, Health and Medical Coordinator, Resource Manager, and the Shelter/Mass Care Coordinator to ensure necessary planning considerations are included in the Scotland Emergency Operations Plan.
 - Develop a system for alerting department heads.
 - Test the warning and communications systems.
 - Maintain a resource inventory list.
 - Assist the First Selectman in coordinating external agency support including donations and services.
 - Coordinate Emergency Management training.
 - Develop a plan for a potential evacuation.
3. Assist the Resource Manager to prepare for response operations; convene planning meetings in consultation with (or on the advise of) the Resource Manager; designate emergency management staff to serve in key posts.

4. Work with the Public Information Officer to develop emergency information packets and emergency instructions for the public.
5. Evaluate emergency/disaster situations and notify the First Selectman.
6. In the event of an emergency/disaster:
 - Ensure that a copy of the local Declaration of Emergency is transmitted to the State Office of Emergency Management (OEM) through the appropriate State OEM Area Office.
 - Staff and manage the Emergency Operations Center.
 - Coordinate with emergency management staff in neighboring towns.
 - Arrange and coordinate a reception center, lodging, staffing, feeding; coordinate with the local chapters of the American Red Cross, Salvation Army, other public service non –profit organizations, the Superintendent of Schools, etc., to identify a lead organization, if possible, and personnel to perform shelter/mass care operations.
 - Coordinate the provision of shelter/mass care needs for personnel performing medical duties during catastrophic emergencies.
 - Coordinate volunteer support efforts to include the activities of volunteers from outside the town, and the assistance offered by the unorganized volunteer and neighborhood groups within the town.
 - Coordinate emergency transportation.
 - Maintain radio contact with statewide disaster network.
 - Perform a damage assessment; ensure that personnel and procedures are in place to provide preliminary estimates for disaster situation reports to the appropriate Connecticut Office of Emergency Management Area Office.
 - Manage Radiological defense as needed.
7. Advocate that mitigation concerns be addressed appropriately during response and recovery operations.

Other related duties as assigned by State Emergency Management staff or the First Selectman.

SUPERVISION GIVEN

Various Volunteers

SUPERVISION RECEIVED

1. Receives direct supervision from the First Selectman.
2. Receives direction from State Emergency Management officials.

QUALIFICATIONS

1. Experience with project or operational management is desired.
2. Valid CT drivers license.

TOOLS AND EQUIPMENT USED

Computer, Emergency Management Plan documents and other resources, car or truck, telephone system, two-way radio.

PHYSICAL DEMANDS

1. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
2. While performing the duties of this job, the employee is frequently required to walk, climb stairs, stand, talk, hear, or sit.
3. The employee must occasionally lift and/or move up to 50 pounds.
4. Ability to work in poor weather conditions, including heat, cold, storms, or snow.
5. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

General office environment.

Outdoor work; at times in weather emergencies.

Interaction with town residents, state officials, and officials of other towns.

HOURS

Hours vary and much of the work is “on call.” The EMD must be available to respond quickly in the event of an emergency. The EMD is often required to work outside “normal business hours.”

COMPENSATION

1. This position is not funded by the town. It is funded through state grants or reimbursements.
2. Any travel required is compensated at the prevailing IRS rate.
3. There are no health or retirement health benefits associated with this position.

The Town of Scotland is an equal opportunity employer

Employment with the Town of Scotland is “at will.” The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.