


POSITION DESCRIPTION

EMERGENCY MANAGEMENT DIRECTOR

Date of Last Revision: December 2024

	DEPARTMENT	Emergency Management		
	REPORTS TO	First Selectman		
	FLSA STATUS	Part-time		
	POSITION TYPE	Non-Union	PAY RATE	\$27.00 / HR

POSITION OVERVIEW

The Board of Selectmen (BOS) appoints the Emergency Management Director (EMD), who serves at the pleasure of the Chief Executive Officer (CEO).

The EMD advises the BOS and CEO on all Emergency Management matters and related laws, rules, regulations, and requirements of Title 28 and Public Act 87-535 of the Connecticut General Statutes and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended (42 U.S.C. 5121 *et seq*), Rev. 1998.

The EMD develops, organizes, directs, and coordinates the town's Emergency Management Program to save lives and protect property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster.

They work cooperatively with all departments and the Board of Education and closely with the Resident Trooper's Office, Fire Department, and Public Works Departments.

ESSENTIAL JOB FUNCTIONS

The Emergency Management Director is responsible for accomplishing all of the following Emergency Management functions:

1. Emergency Organization, Planning, and Management,
2. Direction, Control, and Warning,
3. Population Protection,
4. Training and Exercises,
5. Serve as the Public Information Officer (PIO) during emergencies,
6. Serve as the Town liaison to the Somers Emergency Preparedness Advisory Council (EPAC),
7. Serve as the Director of the Somers Community Emergency Response Team (CERT).

However, department chiefs remain responsible for emergency responsibilities assigned by charter or standard procedures.

ADDITIONAL JOB FUNCTIONS

- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

RESPONSIBILITIES:

- Update the Local Emergency Operation Plan:
 - Review and update the LEOP,
 - Include all departments and stakeholders in this process,
 - When complete, have a run-through of the plan at least annually,
 - Make the plan available electronically to all Directors and stakeholders.
- Plan responses to emergencies and disasters to minimize risk to people and property,
- Routinely meet with Police, Fire, BOE, DPW, and other Town staff, as well as large employers, group home operators, and the general public to gather input regarding emergency response and recovery plans,
- Organize emergency response training programs for staff, volunteers, and other first responders,
- Coordinate the use and sharing of resources and equipment within the community to assist in emergency response,
- Prepare and analyze damage assessments following disasters or emergencies,
- Review emergency plans of individual organizations to ensure they align with our LEOP,
- Apply for all available funding for hazard mitigation, emergency responses, and recovery efforts.
- Run monthly EPAC meetings,
- In cooperation with the Department of Public Works, plan and implement infrastructure hazard mitigation efforts.

MINIMUM POSITION REQUIREMENTS

- High School diploma or equivalent
- Five (5) years of experience in Emergency Management or a related field,

The EMD shall have previously completed or shall complete within eighteen (18) months from the date of hire:

1. FEMA's Professional Development Series of:

- IS-120.c: An Introduction to Exercises,
- IS-230.e: Fundamentals of Emergency Management,
- IS-235.e: Emergency Planning,
- IS-240.c: Leadership and Influence,
- IS-241.c: Decision Making and Problem Solving,
- IS-242.c: Effective Communications,
- IS-244.b: Developing and Managing Volunteers.

2. FEMA introductory courses:

- IS-100: Introduction to the Incident Command System,
- IS-200: Basic Incident Command System for Initial Response,
- IS-700: An Introduction to the National Incident Management System,
- IS-800: National Response Framework. An Introduction,
- IS-2200: Basic Emergency Operations Center Functions.

3. Incident Command Training:

- ICS 300: Intermediate Incident Command Systems for Expanding Incidents,
- ICS 400: Advanced Incident Command Systems for Command & General Staff,

Other recommended training:

- The National Emergency Management Basic, Advanced, & Executive Academies.
- Other Incident Command and EM Training as available.

ENVIRONMENTAL AND PHYSICAL DEMANDS

- Work may be performed in the field, exposing the employee to outside atmospheric conditions; the employee may occasionally be exposed to fumes, noxious odors, dust, mist, and gases.

PHYSICAL DEMANDS

- Must possess mobility to work in and outdoors; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone,
- Must be able to make color distinctions and have normal depth perception,
- Physical strength and agility to do strenuous work under all weather conditions for extended periods.

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

POSITION DESCRIPTION ACKNOWLEDGEMENT

POSITION TITLE:

Emergency Management Director

DATE RECEIVED:

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Department Head

Date

First Selectman

Date

Human Resources

Date