

JOB DESCRIPTION
EMERGENCY MANAGEMENT (CIVIL PREPAREDNESS) DIRECTOR



Department	Emergency Management Director
Reports To	First Selectman
FLSA Status	Part-time
Position Type	Non-Union

GENERAL STATEMENT OF DUTIES

The Emergency Management Director (EMO) is appointed by and serves at the pleasure of the Chief Executive Officer (CEO).

They advise the Chief Executive 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.

They develop, organize, direct, and coordinate 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.

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 and (5) Serving as the Town liaison to the Somers Emergency Preparedness Advisory Council (EPAC). However, those emergency responsibilities assigned to department chiefs by charter or standard procedures remain the responsibilities of department chiefs.

EXAMPLES OF DUTIES

Formulates emergency management policies and procedures related to the functioning of emergency services during emergencies.

Develops and executes a program operating budget.

Plans, organizes, and coordinates the Emergency Management activities of those operating departments, agencies, and local government offices responsible for carrying out response operations in an emergency.

Coordinates planning and organization for the use of all public and private resources available to local government to provide the capability of dealing with the effects of peacetime and national security (wartime) disasters.

Updates and conforms the town's Emergency Operations Plan to state and federal criteria, including national security (nuclear attack/weapons of mass destruction) risk assumptions.

Maintains a continuous review of the warning system and warning procedures.

Serves as the communications planning coordinator for all town emergency direction and control communications ensuring proper design, coordination, maintenance, and suitability for emergency operations.

Develops and maintains a training and exercise program to prepare the Emergency Management organization for emergency operations. Prepares requests for federal financial assistance for emergency management programs.

During emergencies, the Emergency Management Director assumes the overall responsibility for the operation of the Emergency Operating Center (EOC) and for advising the Chief Executive on local government emergency operations, including the execution of (1) appropriate Increased Readiness measures should an international crisis occur; (2) such emergency and supporting operations plans and procedures as are appropriate for the emergency; and (3) necessary coordination among the operating departments of town government.

Coordinates, prepares, and executes local government programs, which involve training and educating citizens and business, industry, and private organizations in individual and collective response in an emergency.

Maintains the Emergency Operations Plan, Annexes, and operating procedures (SOPs) updated as required by the Department of Emergency Services and Public Protection Commissioner or their designee.

As required, prepare, and submit Emergency Management reports to appropriate town, state and federal agencies.

Serves as the liaison between the town, state, and federal agencies on Emergency Management matters.

Maintains a reference file of general emergency preparedness, emergency response, national security (attack preparedness/weapons of mass destruction), and similar emergency management publications as guidance documents.

MINIMUM QUALIFICATIONS

The appointing authority shall determine the minimum qualifications of the Emergency Management Director in accordance with local civil service and personnel policies and procedures as well as by the statutory responsibilities and duties found in Connecticut General Statutes Title 28."

SPECIAL REQUIREMENTS

The Emergency Management Director must be over 18 years of age, a citizen of the United States, and should be available to respond to emergencies 24 hours a day, seven days a week.