


# JOB DESCRIPTION

## Emergency Management Director

Date of Last Revision: July, 2021

 <b>W E S T E R L Y</b> Rhode Island	<b>DEPARTMENT</b>	Public Safety		
	<b>REPORTS TO</b>	Director of Public Safety or Designee		
	<b>FLSA STATUS</b>	Non-Exempt; Part Time as Needed		
	<b>POSITION TYPE</b>	Non-Union	<b>PAY GRADE</b>	

### POSITION OVERVIEW

Under the general direction of the Director of Public Safety or Designee, the Emergency Management Director (EMD) is responsible for developing, organizing, directing, and coordinating the towns Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster. The EMD is also responsible for coordinating the Emergency Operations Center during drills, exercises, and activations. Provides information to Westerly employees and elected officials, outside organizations, and other governmental agencies concerning related laws, codes, regulations, ordinances, policies, and procedures. Participates in training concerning emergency systems and practices and response procedures. Attends and participates in various meetings and committees. Oversees the publication and distribution of preparedness education and information to the public.

### ESSENTIAL JOB FUNCTIONS (Include, but are not limited to the following)

- Analyze resources, equipment, and staff available to respond to emergencies.
- Ensure that the Emergency Operations Center is maintained to monitor and manage emergency operations.
- Develops and maintains the Town's Emergency Operations Plan, updates the plan with new information and procedures, and distributes the updated plan information to all Town departments.
- Maintains a continuous review of the warning system and warning procedures.
- Apply for federal funding and report on the use of the funds allocated.
- Assists in preparing a budget that addresses the Town's needs for mitigation, preparedness, response, and recovery efforts.
- Manages Town's compliance with the National Incident Management System (NIMS) training mandates.
- Coordinates with police, fire, emergency medical services, and public works.
- Coordinates employee training ensuring acceptable level of awareness by all employees and that all local, state, and national requirements related to employee training in emergency management have been fulfilled.
- Prepares and conducts disaster exercises to measure the Town's effectiveness to provide coordinated emergency services and to meet state and federal requirements.
- Establishes relationships with other local, county, state, and federal emergency management agencies. Attends regular meetings with local, county, and state emergency management officials. Explores opportunities for additional agreements with other government agencies and private sector businesses.
- Develops and disseminates information, education, and programs on emergency preparedness for the public.

- Designs, develops, and implements emergency planning seminars for community groups and small businesses.
- After an emergency they must assess damage to the community and coordinate receiving assistance and supplies if necessary.
- Directs subordinates in the field during operational periods for traffic control, sandbagging of threatened locations, and evacuations of persons in dangerous areas.

**ADDITIONAL JOB FUNCTIONS (Include, but are not limited to the following)**

- Attends conferences, seminars, and meetings as required.
- Other related duties and projects as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

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

**KNOWLEDGE of:**

- Knowledge in the principles, practices, laws, regulations, town ordinances, and procedures as they pertain to emergency management operations.

**SKILLS in:**

- Well-developed analytical capabilities.
- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors, and the public.

**ABILITY to:**

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Demonstrate good service skills with the ability to problem solve.
- Utilize various computer applications.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with and respond to questions.
- Understand and execute oral and written instructions.
- Maintain a professional attitude.
- Prepare and submit clear, concise, and accurate reports either orally or in writing.
- Work well under stressful conditions, while handling a variety of duties simultaneously.
- Mobilize and work long hours.

**MINIMUM POSITION REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- Bachelor's degree in any field.
- Certification as an Emergency Manager is preferred.
- Completion of all required NIMS courses.
- Completion of the Homeland Security Exercise and Evaluation Program.
- Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

**LICENSES AND CERTIFICATIONS**

- A valid driver's license.

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