

EMERGENCY MANAGEMENT COORDINATOR
(Town of Lewisboro)

GENERAL STATEMENT OF DUTIES: Responsible for providing overall direction and management of the Emergency Management Program for the Town of Lewisboro; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Town Supervisor, the incumbent of this position is responsible for the coordination, planning and implementation of the Town's Emergency Management Program. Incumbent will serve as the Chairperson of the Lewisboro Emergency Management Committee (LEMC) and establish policies and procedures in accordance with Federal, State and local guidelines. Responsibilities include the development of a coordinated plan of emergency resource identification, coordination of local emergency service providers; and the coordination of the necessary response activities within the town before, during and following a significant emergency. Supervision may be exercised over volunteers and training personnel.

EXAMPLES OF WORK: (Illustrative Only)

Establishes and manages the organizational goals and objectives related to the town's preparedness and readiness programs in conjunction with the Lewisboro Emergency Management Committee (LEMC);

Serves as chairperson of the LEMC;

Develops, coordinates and updates the emergency response activities for the Town;

Develops and coordinates risk reduction workshops for the Town's departments, boards and personnel;

Maintains and manages the Emergency Operations Center (EOC) and facilitates coordination between the town departments and agencies in response to an incident;

Activates the Town's response activities; notifies Town Supervisor, Town Boards, departments, and agencies and makes recommendation regarding declaration of local state emergency based on severity of situation;

Maintains the Standard Operating Guide (SOG) for activating, staffing and managing the EOC;

Develops a Damage Assessment Program, coordinating assessment activities during and after an emergency; designates a Damage Assessment Officer for each emergency;

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EXAMPLES OF WORK: (Illustrative Only) (Continued)

Maintains detailed records of emergency expenditures; prepares financial reports and documents follow-up activities;

Serves as the Town's authorized agent in disaster government assistance applications;

Conducts research to identify risks and assesses vulnerability of municipal buildings and property; responsible for enhancing Town's EOP;

Conducts and facilitates training and exercises to validate emergency plans and procedures;

Attends workshops to keep abreast of current state, federal and local regulations and policies;

Makes presentations before various public and community groups;

Updates overall response plan to ensure adequate measures are initiated for necessary training;

Uses computer applications software in the performance of the job; Identifies and recommends new technologies to ensure an efficient operation.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of emergency management services and disaster planning and all applicable federal, state and local laws and procedures; good knowledge of the varied situations, factors and consequences to consider and incorporate in the preparation of emergency management plans; good knowledge of municipal governmental functions and activities; good knowledge of the network of emergency service providers and availability of local services; good knowledge of the principals and practices of public administration as they pertain to emergency planning; good knowledge of training techniques and procedures; ability to analyze and evaluate problems; ability to present ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with officials and professionals at the local, state and federal level; ability to effectively use computer applications such as word processing, spreadsheets, calendar, e-mail and database software; sound professional judgment in handling emergencies; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: a) a Bachelor's Degree in Emergency Management and three years of experience in Emergency Management, or paid or volunteer experience in Emergency Medical Services or Fire Services, one of which must have been in a supervisory capacity; or b) a Bachelor's Degree and four years of experience as in (a) above, one of which must have been in a supervisory capacity; or c) an Associate's Degree and six years of experience as in (a) above, one of which must have been in a supervisory capacity; or (d) eight years of experience as in (a) above, including one year of supervisory experience, or (e) a satisfactory combination of the foregoing training and experience.

NOTE: A Certificate of Training, issued by the Emergency Management Institute may be substituted for one year of the required experience as stated above. The Certificate is not a substitute for the required supervisory experience.

DEFINITION: Emergency Management is defined as the preparation, mitigation, response and recovery activities inherent in managing potential or actual natural, technological, biological/chemical, radiological hazards and disasters, including terrorism.