

JOB DESCRIPTION

Town of Hopkinton

EMERGENCY MANAGEMENT DIRECTOR

GENERAL SUMMARY:

The local Emergency Management Agency (EMA) Director plans, organizes and directs emergency management programs. The Director serves as the Town's representative on all emergency management matters and coordinates activities of the local EMA Office with other local, state and federal agencies having similar responsibilities.

ESSENTIAL FUNCTIONS:

1. Direct the planning, organizing and execution of local EMA and Homeland Security activities conferring, as necessary, with Federal and State EMA agencies and with neighboring EMA directors to assure that its activities are an integral and coordinated part of the overall collaborative programs;
2. Keep the Town Manager fully informed on all emergency management matters and serve as his representative in dealing with other governmental and private organizations;
3. Maintain and update the Town's Hazard Mitigation, Medical Emergency Distribution and Emergency Response and Recovery Plans;
4. Maintain mutual aid agreements with neighboring communities;
5. Direct a public information program to keep all residents of the local jurisdiction informed about disaster preparedness activities;
6. Organize disaster exercises to test local emergency response capabilities;
7. Open, staff and close the Town's Emergency Operations Center, when warranted;
8. Conduct training programs to prepare for emergency operations;
9. Secure and maintain information regarding facilities and resources of the local jurisdiction and neighboring mutual aid jurisdictions for use in emergency situations;
10. Attend local Director meetings sponsored by the RIEMA and FEMA; and
11. Attend EMA training courses.

OTHER FUNCTIONS:

1. Make disaster preparedness information available to local residents;
2. Prepare damage assessments and submit them to the RIEMA and prepare applications for disaster funds and grants to FEMA;
3. Develop written plans and procedures for the establishment and operation of an Emergency Operation Center;
4. Keep the Town Manager fully informed on all EMA matters;
5. Direct a public information program to keep all residents informed of EMA activities;
6. Provide periodic written update of major activities, including news articles for a local paper;
7. Secure and maintain information regarding facilities and resources of the local jurisdiction and neighboring mutual aid jurisdictions for use in emergency situations;
8. Operate and maintain the One Call Now Emergency Notification System; and
9. Satisfy all local, state, and federal EMA requirements.

JOB QUALIFICATIONS:

1. Must possess a high school diploma or GED equivalent;
2. Must possess at least three years of EMA or related experience;
3. Must be able to perform job tasks when routinely exposed to adverse weather conditions;
4. Must have effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy abilities; and
5. Must be able to perform light to moderate lifting.

WORKING CONDITIONS:

1. Some work is performed in the field during emergency situations; however, most work is performed within the Emergency Operations Center (EOC) housed in the Hopkinton Police Department conference room;
2. This position reports directly to the Town Manager.

STIPEND AND BENEFITS:

This is a part-time, non-union position, with an annual stipend and no employment benefits.