

JOB DESCRIPTION
Local Emergency Management Director

DEFINITION:

Under the direction of the Board of Selectmen, the Emergency Management Director plans, organizes and directs the Emergency Management programs for the municipality; acts as the community representative on all Emergency Management matters; and coordinates activities of the local Emergency Management Agency with other local, State, Federal, non-profit and private agencies.

DUTIES:

- Leads the planning, organizing and carrying out of local Emergency Management activities
- Leads the development, maintenance and annual review of the local emergency operations plan, hazard mitigation plan, and other plans, as required
- Coordinates the use of resources, equipment and manpower available within the community
- Develops and leads public information programs to keep all residents of the community informed about emergency activities
- Leads grant-writing activities to secure funding from state and federal sources
- Establishes, maintains and runs an Emergency Operations Center and Emergency Shelter as needed
- Develops and leads a training and exercise program to prepare the Emergency Management organization for emergency operations. Attends Emergency Management training courses and workshops.
- Keeps the Selectboard and State Emergency Management representatives fully informed of all Emergency matters
- Serves as the community representative in dealing with other governmental and private organizations
- During emergencies: coordinates community resources, reports activities and conditions to State Emergency Management, and requests assistance as needed. Coordinates damage assessment activities and promptly reports all damage assessment reports to the State.

SUGGESTED QUALIFICATIONS:

- Knowledgeable or certified in NIMS and ICS. RSA 21-P:52.
- Ability to deal effectively with local and State governmental officials
- Knowledgeable of the structure functions, objectives and interrelationships of federal, State and local governments
- Ability to evaluate situations and exercise good judgment in making decisions.
- Must have valid NH Driver's License
- Experience with grant writing