

TOWN OF WILTON

EMERGENCY MANAGEMENT DIRECTOR DUTIES

DEPARTMENT: Selectmen's Office

GRADE: N.A.

CLASSIFICATION: Volunteer

Job Summary

The Emergency Management Director is responsible for developing, implementing, and maintaining comprehensive and collaborative Emergency Operation Plans & Policies for the protection of life and property in the community. Must be capable of responding to the full range of internal and external hazard situations that disrupt the town's normal operations and environment. This includes, but is not limited to: utility failures; internal incidents; natural disasters; terrorist attacks; disease outbreaks; radiation and other hazardous materials releases. May act as the Town of Wilton's public information officer under some circumstances.

Supervision Received

Works under the supervision of the Board of Selectmen and Town Administrator.

Essential Duties

- Coordinates the development, maintenance and periodic review of the Town's Comprehensive Emergency Management Plan and its various supporting function and hazard- specific plans and procedures; Hazard Mitigation Plan and related plan documents; establishes planning committees and teams, as appropriate.
- Activates and maintains the Town's Emergency Operations Center in consultation with the Town Administrator, Board of Selectmen, Fire Chief and Police Chief, when needed.
- Serves as the Town's liaison and works closely with both State and Federal emergency management agencies.
- Oversees acquisition, management, and maintenance of Emergency Management Department's resources including, but not limited to, Emergency Management volunteers, Department vehicles, lighting and power equipment, mass care shelter equipment cache trailers, and mobile land radio communication equipment.
- Actively pursues grant funding for all aspects of Emergency management operations and obtaining of capital assets.
- Coordinates and conducts community disaster education activities with other public safety departments to inform the public how to prepare and respond to various emergencies and disasters.
- Provides guidance and assistance to non-profit and private sector organizations in the Town to develop and revises emergency operations plans for their respective facilities.
- Advises the Town Administrator on courses of action available to prepare for, respond to, and recover from major emergencies or disasters, and of mitigation strategies to lessen the impact of future occurrences.
- During emergencies and disasters, works with the Town Administrator and department heads in coordinating local government response and recovery operations; conducts post-disaster damage assessment activities; and, if there is a disaster declaration, coordinates FEMA Public Assistance Program's financial reimbursement process.
- Resolves conflict, maintains discipline, conduct and general behavior of assigned personnel and volunteers.
- Establishes and maintains Memorandum of Understanding/Mutual Aid Agreements with supporting agencies.

Preferred Qualifications

- Specialized training in emergency management administration
- At least four years of relevant experience in emergency/disaster prevention, mitigation, preparedness, response, recovery, disaster relief and assistance, including supervisory duties
- ICS/NIMS Certified and Certified Emergency Manager.

Knowledge, Skills & Abilities Required

- Familiarity with the Town of Wilton and surrounding area.
- Ability to prioritize competing demands and possess excellent organizational skills.
- Excellent interpersonal and team building skills.
- Ability to establish and maintain effective working relationships with volunteers, public safety officials, and department heads.
- Ability to effectively communicate verbally and in writing.
- Extensive computer experience including Microsoft Office.
- Familiarity with various communications equipment.
- Have a valid driver's license.
- Be able to operate under extreme, adverse conditions including inclement weather; sleep deprivation; strenuous physical exertion requiring the ability to lift, carry, and position heavy objects utilizing proper body mechanics and techniques; experience loud noise; walking and climbing; standing for long periods.