

East Lampeter Township Position Description

TITLE: EMERGENCY MANAGEMENT COORDINATOR
DEPARTMENT: ADMINISTRATION

GENERAL SUMMARY:

Under General Direction; provide leadership and direction for public safety; organize and provide strategic and administrative direction for emergency services which are responsive to community needs; foster cooperative working relationships within the larger community and with regional, intergovernmental, regulatory and other agencies, various public and private groups and the public to be served.

In accordance with PA Title 35, an Emergency Management Coordinator (EMC) is appointed by the Governor upon the recommendation of the Board of Supervisors. The coordinator shall be competent and capable of exerting leadership, planning, training and effecting coordination among operating agencies of government and controlling coordinated operations. The most important responsibility of the EMC, is to coordinate disaster response efforts during the first 24 to 72 hours after any emergency. The EMC has a major role to play in helping the community and residents achieve the proper level of preparedness, response, recovery and mitigation activities for whatever may affect the Township. The EMC must create interest, motivate and involve the community in these activities and keep elected officials informed and involved with these preparations. The EMC should use the resources available at county and state levels and within the community to assist with these responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepares and maintains an Emergency Operations Plan (EOP) for the Township subject to the direction of the elected officials; reviews and updates as required. Develop and keep current emergency response checklists appropriate for the emergency needs and resources of the community.
2. Maintains coordination with the county Emergency Management Agency (EMA), and provides prompt information in emergencies, as available.
3. Coordinate with the county EMA, and in coordination with Police, Fire and Emergency Medical services, identifies hazards and vulnerabilities that may affect the Township; recommends mitigation measures to reduce disaster effects; participates in the County Hazard Mitigation efforts and assists in pre-disaster mitigation planning and grant submission efforts.

4. Identifies resources within the Township that can be used to respond to a major emergency or disaster situation and requests needed resources from the county EMA when needed.
5. Develop, maintain and organize personnel, equipment and tools to work in the Township emergency operations center (EOC) when activated.
6. Mobilize and manage the municipal EOC and act as the Command function within the Incident Command System (ICS) structure in the EOC during an emergency/disaster when appropriate and as directed by the Township Board of Supervisors.
7. Compiles cost figures for the conduct of emergency operations and recommends budgetary allocations for annual costs.
8. Attend training, workshops and seminars provided by county and other sources to maintain skills and currency in emergency management and emergency response planning and procedures.
9. Have current appropriate plans, procedures, guidance and laws issued by the county, PEMA and the Commonwealth available within the EOC. Have knowledge of the federal and state required plans for Township's jurisdiction and coordinate with all applicable agencies dealing with emergencies at dams, chemical plants, schools, day care operations, hospitals, nursing home facilities and special events.
10. Provide prompt and accurate information regarding Township disasters and emergencies to the appropriate Township, county, Commonwealth officials and the general public.
11. Participate in all tests, drills and exercises, including remedial drills and exercises that pertain to the Township, as scheduled by the county or Commonwealth.
12. Participate in the integrated flood warning systems program as applicable for the Township.
13. Develop mutual aid agreements, as applicable, with adjacent municipalities.
14. Recommend to Township officials the declaration of disaster emergencies when needed and send the signed disaster declaration to the county EMA when declared.

15. Conduct damage reporting/assessment and expeditiously, when possible, within 24-hours of a disaster, provide the information to the county emergency management coordinator or the county EOC if activated.
16. Respond to the location of a disaster as requested by Township officials or the county emergency management coordinator.
17. Attain Basic and Advanced certification in accordance with PEMA Directive 2003-5 and Title 35.
18. Work with Township officials to comply with the six components of the National Incident Management System (NIMS).
19. Other duties as assigned by municipal elected officials.

POSITION SPECIFICATIONS:

Education and Experience Requirements:

Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. Must possess and maintain a valid Pennsylvania driver's license and a satisfactory driving record.

Knowledge:

- Comprehensive knowledge of PA Emergency Management laws and requirements
- Comprehensive knowledge of National Incident Management Systems operating procedures

Skills and abilities:

- Ability to cultivate positive internal and external working relationships
- Ability to remain calm and manage complex situations while adapting to changing circumstances
- Ability to follow through in the completion of identified goals and objectives
- Ability to develop and maintain a positive and collaborative atmosphere among various emergency service providers and resources
- Ability to facilitate long range planning within a collaborative framework.

- Ability to encourage and enhance community relationships

Physical Requirements and Working Conditions: This is a Volunteer position in East Lampeter Township. Performance of the administrative and organizational duties of this position will usually be undertaken in a private office like environment but also requires the ability to operate a motor vehicle in order to respond to an emergency scene or to open the EOC. These duties could require extended time or call back in emergency situations. Attendance at the Township's Emergency Services Committee meetings will be expected. Occasionally could involve exposure to difficult circumstances, including exposure to potentially dangerous situations and all weather conditions.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person appointed to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform in this position.

REPORTS TO: Board of Supervisors / Township Manager
FLSA STATUS: Volunteer / Exempt
DATE: May 2019