



THE TOWN OF LIMINGTON

425 Sokokis Ave. Limington, Maine



Job Description Emergency Management Director

SUMMARY OF THE WORK

Under the direction of the Board of Selectmen, the chief elected officials of the community, the Emergency Management Director plans, organizes and directs the Emergency Management programs for the jurisdiction; acts as the community's representative on all Emergency Management matters; and coordinates activities of the local Office of Emergency Management Agency with other local agencies having Emergency Management responsibilities.

RESPONSIBILITIES AND ESSENTIAL JOB FUNCTIONS

1. Directs the planning, organizing and execution of local Emergency Management activities, conferring as necessary with the County and State emergency management agencies and with neighboring emergency management directors to assure that its activities are a coordinated part of the County, State, and National programs.
2. Keeps the Board of Selectmen fully informed on all Emergency Management matters and acts as their representative in dealing with other governmental and private organizations concerned with Emergency Management.
3. Maintains and updates emergency response and recovery plans for community and mutual aid agreements with neighboring communities.
4. Directs a public information program to keep all residents of the local jurisdiction informed about Disaster Preparedness activities.
5. Organizes, maintains, and operates an Emergency Operations Center.
6. Completes and submits municipal disaster reports to York County EMA.
7. Directs training programs to prepare the local Emergency Management organization for emergency operations. Attends Emergency Management training courses and workshops as required.
8. Secures and maintains information regarding facilities and resources of the local jurisdiction and of neighboring mutual aid jurisdictions for use in emergency situations.
9. Attends Local EM Director's Meetings sponsored by York County EMA, and provides the County EMA with reports and/or local information.
10. Advises the Selectmen of needs of the towns emergency management needs.

SKILLS

1. Has the ability to enlist the support of and motivate organizations that do not report to the EMA Director.
2. Knowledge of the structure, functions, and interrelationships of State and local governments.
3. Knowledge of the methods of organization, planning, management, and supervision.
4. Knowledge of the background and objectives of the Federal, State, County, and Local Emergency Management programs.
5. Ability to evaluate situations and exercise good judgment in making decisions.

REQUIRED EXPERIENCE

1. A commitment to a continuing education and training is crucial to the director's effective management of local EMA program.
2. Military or civil emergency response experience is helpful.
3. At least 3 years managerial experience in a public works department or similar setting;
4. Experience with financial software, such as Excel is desired.

EDUCATION/CREDENTIALS/LICENSES

1. Must have a high school diploma or equivalent.
2. Must have and maintain a valid Maine Class C driver's license.
3. Must be able to pass a criminal background check with no convictions.

SUPERVISOR

1. The EMA Director reports to the Board of Selectmen.