

EMERGENCY MANAGEMENT COORDINATOR

SUMMARY: Under the general direction of the Upper Milford Township Manager and Upper Milford Township Supervisors, performs administrative and technical work in the development, implementation and coordination of the Upper Milford Township's Emergency Management Program; coordinates and acts as liaison for the Upper Milford Township's Emergency Management Program; coordinates and acts as liaison for the Upper Milford Township's disaster recovery efforts; oversees the disaster training, exercises and public awareness programs; and performs related duties as assigned.

DUTIES AND RESPONSIBILITIES:

1. Plans, directs and administers the Emergency Management Program, the Comprehensive Emergency Management Plan, and related plans and procedures.
2. Acts as a liaison with other municipalities, county, state, federal and other emergency management organizations.
3. Maintains a functioning 24-hour emergency operations center during emergency situations.
4. Reviews, changes and/or develops current and new plans and procedures as needed.
5. Organizes a volunteer team to participate in Emergency Management efforts.
6. Coordinates the development and implementation of a Disaster Preparedness and Training Program for jurisdictional employees and volunteers, specifically for the purpose of educating each of their responsibilities during emergency and/or disaster operations.
7. In conjunction with Fire and EMS helps to organize disaster drills and exercises. Reviews results and makes improvements.
8. Conducts training and public information presentations for township employees and general population.
9. Serves as municipal representative for various state and countywide emergency management meetings.
10. Assists Township's departments with emergency disaster plans and procedures.
11. Keeps up to date with emergency management issues and provides information to Upper Milford Township departments as required.
12. Presents an annual budget proposal to the Board of Supervisors and recommends expenditures with input from the Emergency Services Committee.
13. Prepares and distributes disaster preparedness material to citizens, with the intent of offering an appropriate means of educating the community as to how they may prepare for and protect themselves from the consequences of such potentially dangerous disasters.
14. Conducts public presentations and speeches as necessary.
15. Coordinates with all educational facilities to ensure that adequate disaster alerting, warning, and in-place sheltering procedures are developed, implemented, and exercised.

16. Coordinates the actions and uses of Township's assets during exercises and actual occurrences. In accordance with NIMS procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the laws and regulations governing emergency management.
- Knowledge of emergency and or disaster planning principles and practices.
- Knowledge of departmental policies and procedures
- Skill in managing and coordinating disaster recovery operations.
- Skill in both verbal and written communication.
- Skill in the use of a computer and related software.
- Ability to establish and maintain effective working relationships.
- Ability to analyze information under emergency operating conditions and directing the course of action to be taken.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work involves moderate work generally in an office setting and be able to perform under emergency conditions.

MINIMUM QUALIFICATIONS:

A High Scholl Diploma or GED required.

Knowledge of emergency services, emergency and disaster planning, emergency management, public safety, i.e. fire and medical.

Must possess all NIMS certification as required by FEMA / PEMA within the designated time set under the guidelines for an Emergency Management Administrator.

This is not a paid position. This is a volunteer position. Costs for training may be reimbursable by the Township.