

**JOB DESCRIPTION
TOWN OF MIDDLEBURY
EMERGENCY MANAGEMENT DIRECTOR**

The Emergency Management Director (EMD) is appointed by and serves at the pleasure of the Chief Executive Officer (CEO). He or she advises the Chief Executive on all Emergency Management matters and related laws, rules, regulations and requirements of Title 28 and Public Act 87-535 of the Connecticut General Statutes, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended (42 U.S.C. 5121 et seq), Rev. 1998. She or he develops, organizes, directs and coordinates the town's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster. The Emergency Management Director is responsible for accomplishing all of the following Emergency Management functions: (1) Emergency Organization, Planning and Management, (2) Direction, Control and Warning, (3) Population Protection, and (4) Training and Exercises. However, those emergency responsibilities assigned to department chiefs by charter or standard procedures remain the responsibilities of department chiefs.

DUTIES AND RESPONSIBILITIES

Formulates emergency management policies and procedures related to the functioning of emergency services during emergencies.

Develops and executes a program operating budget.

Plans, organizes, and coordinates the Emergency Management activities of those operating departments, agencies and offices of local government which are responsible for carrying out response operations in an emergency.

Coordinates planning and organization for the use of all public and private resources available to local government to provide the capability of dealing with the effects of peacetime and national security (wartime) disasters.

Updates and conforms the town's Emergency Operations Plan to state and federal criteria including national security (nuclear attack/weapons of mass destruction) risk assumptions.

Maintains a continuous review of the warning system and warning procedures.

Serves as the communications planning coordinator for all town emergency direction and control communications insuring proper design, coordination, maintenance and suitability for emergency operations.

Develops and maintains a training and exercise program to prepare the Emergency

Management organization for emergency operations.

Prepares requests for federal financial assistance for emergency management programs.

During emergencies, the Emergency Management Director assumes the overall responsibility for the operation of the Emergency Operating Center (EOC) and for advising the Chief Executive on local government emergency operations, including the execution of (1) appropriate Increased Readiness measures should an international crisis occur; (2) such emergency and supporting operations plans and procedures as are appropriate for the emergency; and (3) necessary coordination among the operating departments of town government.

Coordinates, prepares and executes local government programs which involve the training and education of individual citizens and of business, industry, and private organizations in individual and collective response in an emergency.

Maintains the Emergency Operations Plan, Annexes, and operating procedures (SOP's) updated as required by the Commissioner of the Department of Emergency Services and Public Protection or his designee.

Prepares and submits Emergency Management reports to appropriate town, state and federal agencies as required.

Serves as the liaison between town, state and federal agencies on Emergency Management matters.

Maintains a reference file of general emergency preparedness, emergency response, national security (attack preparedness/weapons of mass destruction), and similar emergency management publications as guidance documents.

MINIMUM QUALIFICATIONS

The minimum qualifications of the Emergency Management Director shall be determined by the appointing authority in accordance with local civil service and personnel policies and procedures as well as by the statutory responsibilities and duties found in Connecticut General Statutes Title 28."

SPECIAL REQUIREMENTS

The Emergency Management Director must be over 18 years of age, a citizen of the United States and should be available to respond to emergencies 24 hours a day, seven days a week.

CHIEF EXECUTIVE OFFICER:

EMERGENCY MANAGEMENT DIRECTOR

Edward B. St. John

Name

Dated:

Dated: