



## Town of Troy Emergency Management Director Job Description

**Nature of Work:** Plans, organizes and directs the Emergency Management programs for the Town. Acts as the Selectmen's representative on all Emergency Management matters. Work also involves coordinating activities of the local Emergency Agency with other local agencies having Emergency Management responsibilities.

**Supervision Received:** This is an appointed position for a term of one year. Work is performed under the direction of the Selectmen.

### **Essential Duties and Responsibilities:**

- Directs the planning, organizing and carrying out of local Emergency Management activities, conferring as necessary with the County and State Emergency Management Agencies and with neighboring local Emergency agencies to assure that its activities are an integral and coordinated part of the overall County, State, and National programs.
- Keeps the 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.
- Directs a public information program to keep all residents of the town informed about activities.
- Establishes, maintains, and runs an Emergency Operation Center.
- Directs a training program to prepare the Emergency Management organization for emergency operations. Attends Emergency Management training and workshops.
- Secures and maintains information regarding facilities and resources of the local jurisdiction and of neighboring mutual aid jurisdictions for use in emergency situations.
- Attends Local EMA Director's Meetings sponsored by the County EMA, and provides the County EMA with reports and/or local information.
- Advises the chief executive(s) of needs of the EMA.

### **General Requirements:**

- Initiative and imagination
- Knowledge of the structure, functions, and interrelationships of State and local governments.
- Knowledge of the methods of organization, planning, management, and supervision
- Knowledge of the background and objectives of the Federal, State, County and Local Emergency Management programs.

- Ability to evaluate situations and exercise good judgment in making decisions.

**Training and Experience Required:**

- High School Diploma or GED
- A commitment to a continuing education and training is crucial to the director's effective management of the community's EMA program

*The Town of Troy considers applicants for all appointment without regard to race, color, religion, sex, national origin, age, martial or veteran status,, the presence of a non-job related medical condition or handicap, or any other legally protected status.*