

The Town of Plaistow is seeking an Emergency Management Director. This position is to be appointed by the Board of Selectmen and with direct oversight from Town Manager. The Emergency Management Director (EMD) will be responsible for program operations including emergency planning, training & education, business continuity, compliance, risk management, and other safety or environmental health/safety tasks. The EMD will supervise two Deputy Emergency Management Directors and collaborate to prepare for, mitigate, respond to and recover from emergency incidents. This position is responsible for providing strategic leadership for the staff within the municipality and identifying each person's role in an emergency as outlined in the current emergency management plan.

The ideal candidate will be comfortable working autonomously and with little supervision to develop and administrate emergency management programs with staff and various committees.

The EMD will develop new processes and be adept at leading.

Responsibilities include:

Responding to all potential emergency incidents including inclement weather events.

Update and maintain Local Emergency Operations Plan (LEOP).

Evaluate departmental plans, policies and procedures to ensure operations meet the requirements of the LEOP and are in compliance.

Oversee operation and coordination of Community Emergency Response Team (CERT). Recruit community members to serve on the CERT.

Coordinate preparedness, response, recovery and resources with surrounding communities, schools, state and federal emergency organizations.

Prepare, schedule and lead training and education. Develop, conduct and coordinate programs for all aspects of emergency management, business continuity and campus safety within the municipality and various departments housed throughout the Town of Plaistow.

Prepare, publish, and distribute all reports and associated compliance documentation.

Coordinate communication from the EMD ensuring compliance with emergency notification, public announcements as required by policy and associated documents.

Serve as the records keeper of all documents and correspondence.

Represent the Emergency Management Department to external partners and agencies.

Prepare reports for Emergency Management and Hazard Mitigation to be included in the Annual Town Report.

Prepare annual budget and monitor expenses during the year.

May perform other duties as assigned.

Qualifications:

Minimum Bachelor's degree with a concentration in emergency management and/or public safety.

5+ years' experience in public safety, homeland security, emergency management or related field.

Proven track record for organization, leadership, accountability and team building.

Must work independently, meet deadlines, create cooperation across the groups.

Excellent written and oral communication skills.

Proficient computer skills, email and other collaboration tools.

Must maintain a clean driving record.

Some travel required

Required ICS and FEMA training, CPR/AED

Relevant training or certifications with disaster recovery or other professional organizations accepted.

EEO. Open until filled. Annual stipend of \$5,000