



# TOWN OF WESTMINSTER

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## EMERGENCY MANAGEMENT DIRECTOR JOB DESCRIPTION

The Emergency Management Director (EMD) is a critical role responsible for local emergency management, encompassing planning, preparedness, response, and recovery. The EMD is appointed by the Selectboard and manages the local emergency management organization, creates and maintains the Local Emergency Management Plan (LEMP), and facilitates meetings with local stakeholders. The EMD also coordinates citizen preparedness initiatives, volunteer recruitment, and participates in the development of Westminster's Hazard Mitigation Plan.

### Key Responsibilities:

- Local Emergency Management Organization: Managing the local structure, including identifying resources and coordinating with various agencies during an incident.
- Local Emergency Management Plan (LEMP): Developing, maintaining, and updating the LEMP, which is a vital document for local disaster response planning.
- Local Emergency Operations Center: Maintaining the Emergency Operations Center, a critical hub for coordinating emergency response.
- Community Engagement: Facilitating meetings with municipal stakeholders, coordinating citizen preparedness programs, and recruiting volunteers.
- Hazard Mitigation: Participating in the creation of the Hazard Mitigation Plan, which aims to reduce vulnerability to future hazards.
- Training and Certification: Participating in the Emergency Manager Certification program offered by Vermont Emergency Management.
- Coordination: Coordinating with the Incident Commander, other local agencies, and the state during an emergency.
- Documentation and Reporting: Documenting incident damages and assisting the municipality in recovery efforts.

- Grant Coordination: Assisting with grant applications and ensuring compliance with grant requirements.

#### Qualifications and Skills:

- Familiarity with NIMS and ICS: Understanding the National Incident Management System (NIMS) and Incident Command System (ICS).
- Communication and Interpersonal Skills: The ability to effectively communicate with diverse audiences and build relationships with various stakeholders.
- Planning and Organizational Skills: The ability to design and implement effective action plans and manage complex situations.
- Leadership Skills: The ability to lead and motivate teams during emergencies.
- Problem-Solving and Analytical Skills: The ability to analyze situations, identify problems, and develop effective solutions.
- Knowledge of Emergency Management Principles: A solid understanding of the principles of emergency management, including mitigation, preparedness, response, and recovery.
- Education and Experience: While specific requirements vary, a bachelor's degree or higher in a relevant field is preferred, along with experience in emergency management, disaster response, or related fields.