



Job Title	Emergency Management Administrator
Department	Fire Department
Employment Status	Full-time
FLSA Status	Exempt

Scope of Work

Under the direction of the Director of Emergency Management (Fire Chief), the Emergency Management Administrator guides the Town of Needham, its departments and divisions, and its residents to be prepared for emergencies, natural disasters, and severe weather events. They assess the emergency preparedness functions of all Town departments and divisions and recommend performance and process improvements for the consideration of the Town Manager, the Fire Chief, and the Assistant Director of Emergency Management.

They perform varied and responsible functions requiring considerable judgment in the interpretation and application of Needham's emergency response plans and must frequently conduct risk assessments in response to changing conditions, threats, and problems. The Emergency Management Administrator's work includes overnight and weekend availability, as needed, during the response to emergency events.

Supervision

Received	Director of Emergency Management (Fire Chief)
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

The Emergency Management Administrator assumes responsibility for the emergency management activities of the Town of Needham; the responsibilities include:

On Call Position

- Staffs and operates Needham's Emergency Operation Center (both in-person and virtual, depending upon the needs of the event).
- Coordinates other Town of Needham staff as well as community volunteers to ensure a successful response to emergencies.

Planning & Policy

- Leads the on-going development, revision, and maintenance of critical Town documents like the Comprehensive Emergency Management Plan (CEMP), the Emergency Operations Plan (EOP), and

Needham's Hazard Vulnerability Analysis (HVA), and the establishment of long and short-range plans, objectives, and professional performance standards.

- Achieves the Division's goals and objectives, making recommendations to Needham's senior leadership related to emergency planning, preparedness exercise and training program improvement, and quality assurance.

Budget & Grants Management

- Manages the Emergency Management Division's operating budget, as well as two annual federal grants.
- Applies for additional grant funds and submits requests for technical assistance.

Continuity of Operations (COOP)

- Provides guidance to the Town of Needham's department managers to ensure continuity of operations plans under all scenarios with minimal disruptions are in place.

Collaboration & Coordination

- Represents the Town and its interests at local, regional, state, and federal meetings, working groups, and task forces.
- Liaises with representatives of the Massachusetts Emergency Management Agency (MEMA) in conduct of their duties.
- Works with the Needham Commission on Disabilities to make plans accessible to all audiences.

Trainings & Exercises

- Designs, develops, updates, and implements a sustainable, compliant Multi-year Training & Exercise Plan (MTEP) which corresponds to those scenarios identified in Needham's community-wide Hazard Vulnerability Analysis.
- Identifies emergency management training and education opportunities and facilitates periodic emergency exercises, as relevant, for staff, departments, interested community members, and federal, state, and regional government organizations.
- Develops protocols for, facilitates, completes, and presents upon post-event debriefings, tracking the implementation of any corrective actions and improvement plans that result from debriefing reports and analysis of Needham's response to real-world emergencies and severe weather events.

Situational Awareness

- Maintains situational awareness during emergencies.
- Gathers, analyzes, and synthesizes information providing Town leadership, including relevant boards and committees, with a clear understanding of the Town's conditions and the emergency circumstances.
- Identifies and supports the implementation of situational awareness platforms and tools to support timely information sharing internally and with external stakeholders.

Public Information

- Conducts widespread public information and community education efforts with a variety of audiences to raise awareness about the importance of personal and family preparedness activities.
- Works with the Director of Communications and Community Engagement to inform the public and business community about emergency preparedness by developing and delivering training,

community presentations, and by writing articles and letters for publication.

- Maintains emergency management records and prepares monthly and annual reports of the division's activities.

Local Emergency Planning Committee (LEPC)

- Drafts and develops emergency plans and procedures, training and testing staff and the public against those plans and procedures.
- Coordinates activities of the LEPC and recruits residents to volunteer to assist the Town during an emergency.
- Serves as Needham's primary liaison to MEMA and is authorized to submit requests for assistance and respond to mutual aid requests on Needham's behalf, as designated by the Director of Emergency Management.

Independent Action

- Functions independently and uses their discretion and judgement to make important policy, planning, and response decisions, referring unusual or special cases to the Director of Emergency Management.
- May function as Acting Director of Emergency Management in the absence of the Director and Assistant Director of Emergency Management.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

The following requirements may be substituted by any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the job:

- **Experience:** Four (4) to Six (6) years' work experience in emergency management, emergency preparedness, business continuity, or emergency response. Work experience as a volunteer, intern, or part-time employee may be considered to fulfill a pro-rated portion of this requirement.
- **Preferred Experience:** Use of Web EOC, RAVE, the HHAN, and other emergency notification platforms. Experience presenting an Emergency Management-focused mobile or web applications is a plus.
- **Education:** Knowledge of governmental operations, public administration, emergency planning and procedures, and emergency response equivalent to a bachelor's degree in those or a related field.
- Possession of a valid state-issued driver's license.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Knowledge of the principles and core concepts of emergency management, specifically as it relates to local towns preferred. • Knowledge of, and familiarity working with, emergency plans and procedures, including community sheltering operations, emergency dispensing site plans, and plans for the establishment and operation of community warming/cooling centers is preferred.
---------------------	--

	• Knowledge of the National Incident Management System, the Incident Command System, and appropriate training and exercises procedures including the Homeland Security Exercise and Evaluation Program (HSEEP) preferred.
Ability to	• Ability to write concisely to express thoughts clearly, and to develop ideas in logical sequence. • Ability to present complex information to a variety of audiences (ranging from subject matter experts to the general public) by utilizing a variety of formats (written articles, oral presentations, etc.) • Ability to maintain accurate records, to assemble items of information according to established procedures, to compile statistical data, and to prepare general reports. • Ability to prepare and use charts, graphs, and tables. • Ability to exercise sound judgment, and especially to exercise discretion in handling confidential information. • Ability to establish and maintain harmonious working relationships with others. • Ability to deal tactfully with others and to resolve personnel conflicts effectively. • Ability to work successfully, both as part of a larger group and independently. • Ability to perform duties efficiently under tight deadlines, and to manage competing priorities during such situations.
Skill In	• Planning, coordination, and significant facilitation skills, and their application in a public meeting which includes elected officials, Town managers, community partners, and committed Needham residents.

Necessary Special Requirements

Credentials: Certification in the following or the ability to obtain certification within 12 months from the date of hire.

- Certification in the Homeland Security Exercise & Evaluation Program (HSEEP)
- High-level credentials in the Incident Command System (100, 200, 300, 400) and the National Incident Management System (700, 800, or equivalents).

Preferred Credentials: Designation as a Certified Emergency Manager (CEM) by the International Association of Emergency Managers (IAEM) and designation by the Federal Emergency Management Agency as a Master Exercise Practitioner (MEP) are highly preferred credentials. Demonstrated ability to achieve and maintain a federal security clearance is highly preferred.

Physical Demands

- The Emergency Management Administrator engages in a combination of office and fieldwork. Field conditions include a variety of indoor and outdoor settings including emergency trailers, storage rooms, and all manner of Town buildings (offices, schools, water pump stations, etc.)
- This is an on-call position. Emergency response activities occur at all times of the day and night and during all seasons and all types of weather. Must be able to climb stairs, bend, kneel, and perform other physical

activities during response operations. There may be sustained periods of standing and walking on various terrain and surfaces and carrying equipment and supplies such as cots for an emergency shelter.

- Indoor office operations will include extended periods at computer workstation, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity. This position requires regular lifting, carrying, pushing, and pulling of files, documents, records, etc. up to and including 50 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer