



Town of Needham Massachusetts

Town of Needham	Emergency Management Administrator	
Health & Human Services	Grade: GE-22	Status: Full-Time

Overview

Under the strategic direction of the Director of Emergency Management and under the functional supervision of the Director of Health and Human Services, the Assistant Director of Emergency Management guides the Town of Needham, its departments and divisions, and its residents to be prepared for emergencies, natural disasters, and severe weather events.

The Assistant Director of Emergency Management is responsible for the drafting and development of emergency plans and procedures, and for training and testing staff members and the public against those plans and procedures. He/she directs the activities of the Local Emergency Planning Committee (LEPC) and recruits volunteers to assist the Town during an emergency. The Assistant Director of Emergency Management is Needham's primary liaison to the Massachusetts Emergency Management Agency (MEMA) and is authorized to submit requests for assistance and to respond to mutual aid requests on Needham's behalf.

Duties and Responsibilities: The Assistant Director of Emergency Management assumes responsibility for the emergency management activities of the Town of Needham; the responsibilities include:

Planning & Policy

The Assistant Director of Emergency Management 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.

He/she has primary responsibility for achieving the Emergency Management Division's goals and objectives, and is responsible for making recommendations to Needham's senior leadership related to emergency planning, preparedness exercise and training program improvement, and quality assurance.

Budget & Grants Management

The Assistant Director of Emergency Management manages the Emergency Management Division's operating budget, as well as two annual federal grants—the Emergency Management Performance Grant (EMPG) and the Hazardous Materials Emergency Preparedness (HMEP) grant. He/she is responsible for applying for additional grant funds and submitting requests for technical assistance.

Continuity of Operations (COOP)

The Assistant Director of Emergency Management leads the Town of Needham's efforts to ensure its continuity of operations under all scenarios and to minimize disruptions and downtimes; this work includes continuity/resilience functions of departments and divisions like Information Technology, Accounting, Treasury, and others.

Collaboration & Coordination

The Assistant Director of Emergency Management represents the Town and its interests at local, regional, state, and federal meetings, working groups, and task forces such as the quarterly MEMA Region 2 EMD Meeting, the Metro Regional Preparedness Coalitions quarterly stakeholder meetings, and the monthly preparedness Region 4AB meetings, among others.

He/she liaises with representatives of Massachusetts Emergency Management Agency in conduct of his/her duties. Additional responsibilities include working with the Needham Commission on Disabilities to make plans accessible to all audiences, especially those including individuals with access and functional needs.

Trainings & Exercises

The Assistant Director of Emergency Management designs, develops, and implements a sustainable multi-year Training & Exercise Plan (MTEP) which corresponds to those scenarios identified in Needham's community-wide Hazard Vulnerability Analysis. The MTEP should be compliant with the standards of the Homeland Security Exercises and Evaluation Program (HSEEP) to maintain compliance necessary for state and federal reimbursement.

He/she identifies emergency management training and education needs and opportunities for Needham staff and plans and conducts emergency management training and education as appropriate, including trainings for residents in personal and family preparedness and basic emergency management training for community volunteers. He/she participates in periodic emergency exercises with Needham public safety, public works, and public health staff, as well as concerned federal, state, and regional government organizations.

The Assistant Director of Emergency Management develops protocols for, and facilitates, HSEEP-compliant Hot Washes and post-event debriefings; he/she drafts and presents drill and exercise-based after-action reports (AAR). He/she is also responsible for tracking the implementation of Corrective Actions from AARs and Improvement Plans (AAR/IPs), whether drill and exercise based or the AAR/IPs that results from analyzing Needham's response to real-world emergencies and severe weather events.

On Call Position

The Assistant Director of Emergency Management staffs and operates Needham's Emergency Operation Center (both in-person and virtual, depending upon the needs of the event). This responsibility includes the supervision and coordination of other Town of Needham staff as well as community volunteers to ensure a successful response to emergencies.

Situational Awareness

The Assistant Director of Emergency Management is responsible for maintaining situational awareness during emergencies, and for gathering, analyzing, and synthesizing information to provide Town leadership with a clear understanding of the Town's conditions and the emergency circumstances. He/she must identify and support the implementation of the situational awareness platforms and tools to support timely information sharing internally and with external stakeholders. Practical experience using

Web EOC, the HHAN, and other emergency notification platforms are critical for this role. Experience presenting an Emergency Management-focused mobile or web applications is also essential.

Public Information

The Assistant Director of Emergency Management conducts widespread public information and community education efforts to raise awareness about the importance of personal and family preparedness activities. These efforts are targeted towards both an internal (staff members, their families) and an external (residents, elected officials) audience.

He/she educates and informs the public and business community about emergency preparedness by developing and delivering training and community presentations and by writing articles and letters for publication. Additionally, he/she is responsible for the maintenance of emergency management records and the preparation of monthly and annual reports of the division's activities to the LEPC, to the Director of Emergency Management and the Director of Health & Human Services, and Town meeting.

LEPC

The Assistant Director of Emergency Management has complete responsibility for maintaining compliance with the LEPC certification standards of the Massachusetts Emergency Management Agency (MEMA), and for ensuring that Needham maintains the high level of emergency preparedness necessary to achieve and sustain state certification. This includes development and maintenance of hazardous material incident response plans for the jurisdiction, as well as reviewing and exercising the plan annually.

He/she is responsible for scheduling Local Emergency Planning Committee (LEPC) meetings, preparing and posting agendas, directing the meeting, preparing and distributing meeting notes. This work involves 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.

Volunteer Recruitment and Retention

The Assistant Director of Emergency Management recruits, trains, equips, and tests volunteers in Needham's Medical Reserve Corps (MRC) and the Community Emergency Response Team (CERT). The Assistant Director is one of three Town officials authorized to deploy credentialed volunteers during emergency situations.

Overall

The Assistant Director of Emergency Management assesses the emergency preparedness functions of all Town departments and divisions, and recommends performance and process improvements for the consideration of the Town Manager, the Director of Emergency Management, and the Director of Health & Human Services.

He/she performs 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 Assistant Director of Emergency Management is recognized as the Town's authority for interpreting state and federal preparedness guidance, and for revising policies, plans, and procedures to incorporate that guidance. He/she conducts detailed policy analysis, researches policies and regulations, and drafts "case for change" memoranda.

The essential functions or duties listed are intended as illustrations of various types of work to be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, and logically related to the position. The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations. He/she responds, when instructed, to various types of municipal health and medical emergencies on a 24/7 basis. Work may include overnight and weekend shifts as needed during the response to emergency events. Perform other duties as required by supervisor.

Knowledge and Abilities:

- Knowledge of the principles and core concepts of emergency management, specifically as it relates to local towns.
- 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.
- 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).
- 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.

Required Education: The position of Assistant Director of Emergency Management requires knowledge of governmental operations, public administration, emergency planning and procedures, and emergency response equivalent to at least a Bachelor's Degree in those or a related field.

Preferred Education: A Master's Degree in the fields of emergency management, emergency preparedness, or business continuity is strongly preferred.

Required Credentials: The position of Assistant Director of Emergency Management requires a certification in the Homeland Security Exercise & Evaluation Program (HSEEP) or the ability to achieve such a certification within 12-months of the date of hire. The Assistant Director of Emergency Management also requires 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.

Experience: The position of Assistant Director of Emergency Management requires three (3) to five (5) 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.

Independent Action: The Assistant Director of Emergency Management functions independently with limited direct supervision; he/she uses discretion and judgment to make important policy, planning, and response decisions, and refers truly unusual problems to the Director of Health & Human Services.

The Assistant Director of Emergency Management may function as Acting Director of Emergency Management in the absence of the Director of Health and Human Services and the Director of Emergency Management.

Supervisory Responsibility: The Assistant Director of Emergency Management functions within a broad scope of established regulatory powers and in alignment with The Emergency Planning and Community Right-to-Know Act (EPCRA or SARA Title III) for the Town of Needham. The Assistant Director of Emergency Management exercises coordination, guidance, and support responsibilities for the emergency planning and business continuity functions of all the Town of Needham's Departments and Divisions. He/she assists and supports the Needham Public Schools with their emergency planning and business continuity responsibilities. He/she will supervise volunteers, a graduate-level intern, and a Senior Corps volunteer, and will assume responsibility for the preparedness activities of individuals, families, community organizations, and businesses.

Physical and Environmental Standards: The Assistant Director of Emergency Management 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 the course of response operation. 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 and carrying of files, documents, records, etc.

Other Requirements: Possession of a valid state-issued driver's license.