

## Township of Salisbury, Lehigh County, Pennsylvania

### **EMERGENCY MANAGEMENT COORDINATOR**

**Position Title:** Emergency Management Coordinator (Part-Time)  
**Department:** Community Development Department  
**Supervisor:** Township Manager & Asst Manager  
**FLSA Status:** Non – Exempt

#### **JOB SUMMARY**

The Emergency Management Coordinator is an administrative position reporting to the Township Manager. The Emergency Management Coordinator shall work in consultation and cooperation with the Emergency Services of Salisbury Township and Lehigh County Emergency Management. The primary responsibility of the Emergency Management Coordinator shall be to develop and coordinate the emergency management of the Township for the benefit of the Township community.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, directs and administers the Township's Emergency Management Program, the Comprehensive Emergency Management Plan, and related plans and procedures.
- Acts as a liaison with other municipalities, county, state, federal and other emergency management organizations.
- Maintains a functioning 24-hour emergency operations center during emergency situations.
- Reviews, changes and/or develops current and new plans and procedures as needed.
- Organizes a volunteer team to participate in Emergency Management efforts.
- Coordinates the development and implementation of a Disaster Preparedness and Training Program for jurisdictional employees and volunteers, specifically for the purpose of educating each of their responsibilities during emergency and / or disaster operations.
- Organizes disaster drills and exercises. Reviews results and makes improvements.
- Conducts training and public information presentations for Township employees and general public.
- Serves as Township's representative for various state and countywide emergency management meetings.
- Assists Township departments with emergency and disaster plans and procedures.
- Keeps up to date with emergency management issues and provides information to Township departments as required.
- Prepares an annual budget proposal and manages approved emergency management portion of the budget.
- Prepares and distributes disaster preparedness material to citizens, with the intent of offering an appropriate means of educating the community as to how they may prepare for and protect themselves from the consequences of such potentially dangerous disasters.
- Conducts public presentations and speeches as necessary.
- Coordinates with all Township educational facilities to ensure that adequate disaster alerting, warning, and in-place sheltering procedures are developed, implemented, and exercised.
- Coordinates the actions and uses of Township assets and resources during training exercises and actual occurrences.
- Implements the emergency or disaster and emergency relief and recovery in consonance with the Lehigh County emergency operations plan.

- Initiates and maintains coordination and cooperation with the Lehigh County Emergency Management Agency (EMA) and/or Pennsylvania Emergency Management Agency (PEMA) and provides prompt information as requested.
- Identifies hazards that may affect the Township. In coordination with the Lehigh County Emergency Management Agency (EMA) and, based upon its Hazards Vulnerability Analysis, determines what hazards could potentially impact the Township.
- Identifies resources within the Township that can be used to respond in a major emergency or disaster situation and report "unmet" needs. This should include both public and private resources and mass care facilities.
- Develops and maintains an emergency management organization and a trained staff appropriate for the needs and resources of Salisbury Township. The staff must be capable of maintaining 24-hour operations.
- Mobilizes, directs and coordinates the emergency management staff during an emergency.
- Develops standard operating procedures (SOP) in coordination with the staff to carry out responsibilities and functions of the Emergency Operations Center.

### **SKILLS & QUALIFICATIONS**

- Experience working in emergency management, emergency services and organization.
- Basic proficiency and experience with computers including spreadsheets, database and internet.
- Ability to work independently with minimal supervision.
- Ability to work with a wide variety of stakeholders, including volunteer fire fighters, police, EMS, Board of Commissioners and other Township employees.
- Knowledge of federal, state and local emergency management standards and regulations.
- Knowledge of fire prevention, fire safety matters, and knowledge and experience in working in fire code.
- Ability to obtain local level EMA certification(s)(emergency management coordinator certification preferred). NIMS 100, 200, 700, 800, 300 and 400 compliance, and Emergency Management Coordinator Basic Certification through PEMA (Pennsylvania Emergency Management Agency) as a minimum requirement.
- No criminal history of misdemeanors, felony arrests and convictions.
- Skilled in the operation of work-related tools and equipment including, but not limited to, automobile, cell phone, computer, measuring wheel, quad gas meter, fire extinguishers, complete turnout gear or other personal protective gear, equipment and uniforms.
- Skilled in the extensive use of computers
- Ability to effectively apply standard fire prevention techniques; ability to follow verbal and written instructions; ability to communicate effectively both orally and in writing; ability to establish effective working relationships with employees, other agencies and the general public
- Self-motivated, able to work independently and demonstrate effective time management skills
- Must have High School Diploma or GED
- Certified in First Aid, CPR and the use of an automated external defibrillator (AED)
- Valid Pennsylvania Driver's License

### **SPECIAL REQUIREMENTS**

The Part-Time Emergency Management Coordinator, once hired, will be classified as a sworn Salisbury Township employee, non-civil service, deputized with arrest powers to issue summary citations in order to allow the enforcement of the Township ordinances.

The Township shall require the Emergency Management Coordinator to use a Township vehicle specifically for travel related to Township emergency management business whenever a suitable vehicle is available when conducting official duties.

**WORK POSTURE REQUIREMENTS**

- 1) Bending 25-50%
- 2) Crouching 25-50%
- 3) Reaching 25-50%
- 4) Standing 50-75%
- 5) Walking 50-75%
- 6) Sitting 5-25%
- 7) Lifting 5-25% *\*(Average weight to be lifted 25 lbs.)*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may be required to stand; sit; walk; hear; taste and smell; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.

**VISION REQUIREMENTS**

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is frequently performed on site at various private, commercial, industrial, multi-family and other public occupancies within Township boundaries. Some work is performed in an office setting and frequent driving of a vehicle is required. Occasionally the employee is required to work in outside weather conditions during emergencies. The employee occasionally works near hazardous environments at emergency scenes. The noise level in the work environment is usually moderate.

**EMOTIONAL DEMANDS**

- 1) Contact with General Public Frequently
- 2) Customer Contact Frequently
- 3) Working Alone Rarely

**WORK SCHEDULE**

The Emergency Management Coordinator shall be a part time flexible schedule, with no set regular hours. Availability depends on the individual to complete essential duties and in the instances of emergency and disaster situations. When there are dates and times the Coordinator is unavailable, a deputy must be available to respond in place of the Emergency Management Coordinator.

**PROBATIONARY PERIOD**

The Emergency Management Coordinator shall initially be employed on a probationary term of one year. During the probationary period a performance evaluation shall be completed at the end of each six-month period, or sooner if deemed necessary, by the Township Manager.

### **BENEFITS ELIGIBILITY**

This Part-Time position is not eligible for any employee benefits.

### **WAGES**

Starting pay rate for this non-salaried, part-time position shall be an annual stipend of \$3,600, based on qualifications and experience. Holidays and days the Township offices are closed shall be unpaid. Days the individual reports off or is absent shall be unpaid.

*NOTE: The requirements included in this job description are representative of those an employee encounters while performing the essential functions of this job. This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*