



County of York

<u>Position:</u>	Director of Emergency Management Agency
<u>Status:</u>	Full-Time
<u>FLSA:</u>	Salaried Position/Non-Union
<u>Rate of Pay:</u>	\$60,000 - \$65,000 Annually depending on qualifications
<u>Reports to:</u>	County Manager / County Commissioners

Job Summary:

Under the delegation of the County Manager and County Commissioners, the Emergency Management Agency (EMA) Director plans, organizes and directs the EMA programs of the County: acts as the chief County representative on all EMA matters and coordinates activities of the County EMA with other Federal, State, County and local agencies having EMA responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Directs planning, organizing and carry out of EMA activities, conferring as necessary with the State EMA and with neighboring Counties' and States' local officials and EMA directors to assure that its activities are an integral and coordinated part of the overall County, State and National programs.

Keeps the County Manager and County Commissioners fully informed as required on all EMA matters and acts as their personal representative with other governmental and private organizations concerned with EMA.

Directs a public information program to keep all citizens of the county informed of the activities of the EMA.

Establishes and maintains an emergency warning system throughout the county. Serves as the liaison between State, County and local to FEMA during disaster declarations.

Develops and coordinates effective Emergency Operations Planning for each municipality within the County, conforming to Federal Guidelines and mandates.

Provide support and guidance to Local EM Directors and officials to strengthen the four functions of EM at the local level. The local communities are the County's customers for preparedness.

Coordinates damage assessment activities throughout the County and reports all damage assessment results to the State.

Responsible for preparing the County EMA budget and requests for participation in the Federal financial assistance programs.

Qualifications

Bachelor's degree preferred, certified Emergency Manager (CEM), Associated Emergency Manager or Certified Emergency Manager-Maine or other states certification preferred. Equivalent combination of education and life experience may be considered for degree requirements.

FEMA professional development certificate or equivalent desired.

Five years active Emergency Management experience in a leadership position in a local, State or Federal Agency or like type agency.

Experience with a disaster coordination organization.

Experience as an administrator/manager in a public jurisdiction or a private organization.

Civil emergency response experience.

Team player, strong proven leadership abilities, knowledge of the methods of organization, planning, management and supervision.

Ability to evaluate difficult situations (in particular-emergency situations) and exercise good judgment in making decisions.

Must be able to recruit and energize volunteers.

Serves as an on call exempt employees at all times. Subject to recall at any time.

Demonstrated understanding of National Incident Management System, National Response Framework, Emergency Support Functions and Target Capabilities List.

Please send resume and cover letter to:

Linda M Corliss
Director of Human Resources
County of York Maine
45 Kennebunk Road
Alfred, ME 04002
lmcorliss@co.york.me.us

York County is an equal opportunity employer.

This posting will expire at 3 pm on Friday, September 12, 2014