

ASSISTANT EMERGENCY MANAGEMENT DIRECTOR TOWN OF PERU, MA

Assistant Emergency Management Director sought. Candidates should have prior experience in the following –

This role serves under the direction of the Emergency Management Director (EMD) and has the responsibility to step in as EMD should the EMD not be available.

Ability to act responsibly in dealing with the development, organization, promotion, administration, and operation of Peru's Comprehensive Emergency Management Plan. This plan covers response to numerous forms of disaster scenarios such as tornadoes, hazmat events, wild fires, mass casualty and active shooter scenarios.

Candidates are expected to have experience in preparation for events, leading mitigation during and recovery from large scale events. The EMD does not act alone, rather in concert with the Select Board, Town Administrator, the Chiefs of Fire and Police and the Massachusetts Emergency Management Agency (MEMA). Day-to-day general direction, control, and counsel is provided by the Select Board and Town Administrator.

The successful candidate will have extensive working knowledge of the practices, procedures, literature, terminology, and legal activities of managing large scale emergencies. This includes, but is not limited to civil defense, hazardous material issues as well as experience in the policies and procedures dealing specifically with public safety and general welfare during such events.

Extensive knowledge of state and federal regulations for emergency, disaster, and hazardous material responses is expected as well as the ability to create and present to MEMA or other Federal Agencies the extensive paperwork associated with them.

Considerable knowledge of the function and organization of the various departments of a municipal government is expected and required.

Ability to make quick and binding decisions affecting lives and property under emergency conditions. In addition, candidates should understand and be capable of overseeing the organization of personnel and equipment as well as coordinating the activities involved in large scale emergencies to successful conclusion without direct supervision.

It is similarly important to be able to establish and maintain effective working relationships with other departments including volunteers while under the stress of a large- scale event. This includes the ability to express oneself clearly and concisely, both orally and in writing.

Candidates are expected to possess the ability to use and interpret various computer programs and applications such as MS Office (Word/Excel/Powerpoint) and the MEMA WebEOC.

This is a volunteer position. To be a successful candidate, one should be able to provide examples where exceptional communication, interpersonal and client service skills were used successfully.

Recommended Qualifications:

- a. Education and Experience: Extensive training and experience in the field of emergency management and civil defense administration and response issues and procedures.
- b. Emergency management or public safety experience preferred. Bachelor's Degree in related field preferred.
- c. Special Requirements: Motor Vehicle Class D Operator's License; Shall be able to obtain or have current MEMA ICS certifications for 100, 400, 700. CPR/AED Certified.

The Town of Peru is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability or veteran status. Minorities are encouraged to apply.

Please send a letter of interest and resume to:

townadmin@townofperuma.com

James Welch

Town Administrator

3 E Main Rd. Town of Peru, MA 02135

Posted 6/22/2022 Kim Leach, Town Clerk