



PERSONNEL DEPARTMENT
400 SLOCUM ROAD
DARTMOUTH, MA 02747

PERSONNEL ADMINISTRATOR
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JOB POSTING

TITLE: Civil Preparedness Director
UNION: N/A
LOCATION: Emergency Management
DATE AVAILABLE: ASAP
SALARY: \$2,000

RESPONSIBILITIES:

Highly complex administrative, managerial and professional work in planning, coordinating and directing the activities of the Emergency Management Agency to ensure the protection of life and property, in preparing for and combatting disaster situations. Please see attached job description for complete details.

QUALIFICATIONS:

Bachelor's Degree in a public safety field or related field, and a minimum of five (5) years in a municipal Emergency Management department or any equivalent combination of education and experience.

APPLICATION DEADLINE: Open Until Filled

Applicants may submit a cover letter and resume to:

Personnel Department
Town of Dartmouth
400 Slocum Road
Dartmouth, MA 02747

Or email to:

mmedeiros@town.dartmouth.ma.us

Town of Dartmouth is an Equal Opportunity Employer

Position Title: Civil Preparedness Director

Statement of Duties

Position is responsible for highly complex administrative, managerial and professional work in planning, coordinating and directing the activities of the Emergency Management Agency to ensure the protection of life and property, in preparing for & combatting disaster situations. Work includes the development and administration of budgets, policies and procedures, ensuring for the safety of employees, volunteers and the public, responding to personnel management issues, and ensuring compliance with all applicable laws and regulations pertaining to department operations.

Supervision

Employee works under the administrative direction of the Town of Dartmouth Select Board through the Town Administrator, working from municipal policies and objectives, and in accordance with Massachusetts General Laws. The Civil Preparedness Director establishes long and short-range plans and objectives, performance standards and assumes direct accountability for department results. The Select Board is consulted only where clarification, interpretation, or exception to municipal policy may be required.

Employee has access to town wide confidential information including personnel information, and personnel information from the public.

Position is responsible for the supervision of any department employees, employees assigned from other departments and volunteers. Employee recommends hiring and firing, and is responsible for the discipline and evaluation of employees. The nature of work and volume fluctuate due to unforeseen situations and emergencies that cannot usually be planned for in advance. Employee is required to work weekends, and works outside of normal business hours as required by the position and may be called at home to respond to emergency situations.

Job Environment

The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, and integrating activities and programs for the Emergency Management Agency. Guidelines include local, state, and federal laws, administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop or

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adapt work methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. Civil Preparedness Director is the town's authority in interpreting laws and regulations, in determining how they should be applied, and in developing operating policies.

Errors could result in personal injury/loss, delay or loss of service, monetary loss, and injury to self and others, damage to buildings and equipment, and legal repercussions.

Duties involve constant contact with citizens, local, state and federal government officials, community leaders, other Emergency Management personnel, and any other individuals, to protect and promote the municipality's overall interest. The Civil Preparedness Director must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations which may influence the well-being of the municipality.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Manages and leads the Emergency Management Agency operations and staff and volunteers.
2. Responsible for administrative duties of the department, ensures for proper reporting and documentation of all Emergency Management Agency activities
3. Plans and provides for an adequate level of staffing for all shifts, recommends hiring and firing, and is responsible for the discipline and evaluation of staff.
4. Provides for staff training in accordance with state regulations.
5. Develops and implements department policies and procedures.
6. Develops, presents, and administers department budget.

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7. Meets with elected or appointed officials, community and business representatives, and the public to discuss matters of concern to the community.
8. Attends conferences and meetings to keep abreast of current trends in the field.
9. Cooperates with other Emergency Management officials as appropriate to coordinate work.
10. Ensures that laws and bylaws are enforced and that public safety is maintained.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in a moderately loud office, and in various settings and locations throughout the town, and must be able to perform duties of Civil Preparedness Director when necessary. Employee is exposed to outdoor weather conditions, high places, toxic or caustic chemicals, fumes or airborne particles, extremes of heat and cold, near moving mechanical parts, risk of electric shock, risk of radiation, and potentially dangerous situations up to 1/3rd of the time. Employee is required to talk and listen/hear more than 2/3rd of the time; stand, walk, sit, talk, listen, use hands, climb, balance, stoop, kneel, crouch, crawl, reach with hands and arms, and taste or smell up to 1/3rd of the time. Employee occasionally lifts up to or more than 100 lbs. Normal vision is required for the position. Equipment operated includes, radio, light trucks, automobile, heavy equipment, light equipment, medical equipment, hand tools, office machines and computers.

Education and Experience

A candidate for this position should have a Bachelor's Degree in a public safety field or related field, and a minimum of five (5) years in a municipal Emergency Management department or any equivalent combination of educational and experience

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of the following:

- Emergency Management principles, procedures, techniques and equipment
- Massachusetts General Laws and local by-laws

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- Department rules and regulations
- Management and leadership principles

Skill in:

- Organization and communication
- Supervision of uniformed and civilian employees
- Public Relations
- Promoting a positive and productive work environment

And ability to:

- Exercise sound judgment in evaluating situations and making decisions
- Perform administration functions
- Develop and implement budgets, policies and procedures
- Work cooperatively with other town officials, state and county officials

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