



Town of Otisfield
403 State Route 141 Otisfield, ME 04270 - 6274
Phone: 207.539.2664 Fax: 207.539.2246

EMERGENCY MANAGEMENT DIRECTOR

Nature of Work:

This is an administrative position which includes planning, resource management and supervision. The Emergency Management Director (EMD) is responsible for performing the four phases of Emergency Management (EM) (preparedness, response, recovery, and mitigation) and for liaison with the Oxford County Emergency Management Agency (EMA), the State of Maine, and the Federal Government. The EMD ensures that the Town of Otisfield has current plans of action for possible disasters, reviewed and agreed to annually by the Fire Chief, Road Commissioner, and the Board of Selectmen (BOS). During a disaster the EMD provides support and resources to prevent or minimize the loss of life, property and environmental damage.

Key to this position is ensuring completion of required documentation in a timely manner and submitting it to the proper authority.

The EMD is appointed annually before June 30th, and is sworn in to commence duties on July 1st, by and reports to the BOS.

Essential Duties and Responsibilities:

Responsibilities include but are not limited to:

- Preparing and maintaining the Otisfield Emergency Operations Plan.
- Developing procedures for the operation of the Otisfield EOC.
- Organizing, activating and operating the Otisfield Emergency Operations Center (EOC).
- Preparing and maintaining a list of disaster resources.
- Coordinating and maintaining written disaster Mutual Aid Agreements with the approval of the Selectmen.
- Researching, negotiating and administering contracts with providers and vendors.
- Attending EM training courses and workshops.
- Providing EM training to town officials, planners and responders.
- Attending Local, County, State and Federal Emergency Managers meetings as needed.
- Providing Disaster Preparedness information to town residents.
- Informing the BOS on all EM matters and acting as their representative in dealing with others concerning EM.
- Completing and reporting Damage Assessments to Oxford County EMA.
- Completing and submitting applications for FEMA disaster funds, grants and follow-up.
- Advising the BOS and the Finance Committee about the needs of EM and preparing the annual EM budget.

Requirements of Work:

- Ability to provide leadership, counsel, motivation and inspire confidence.
- Ability to lead and command effectively in emergency situations.
- Ability to utilize the National Incident Management System (NIMS) Incident Command System (ICS).
- Ability to manage stressful situations.
- Ability to organize, plan, manage and supervise.
- Ability to evaluate situations and exercise excellent judgment in making decisions under all circumstances.
- Ability to resolve conflicts and gain cooperation among competing interest groups.
- Commitment to protect the confidentiality of the public.
- Ability to exercise discretion, tact and diplomacy at all times.
- Ability to communicate effectively and persuasively, both orally and in writing with individuals and groups.
- Ability to establish and maintain effective working relationships with Town employees, other towns, Oxford County, State of Maine and the Federal Government as well as community groups, the news media and the general public.
- Knowledge of the structure, functions and interrelationships of Federal, State, County and Local governments.
- Knowledge of the background and objectives of the Federal, State, County and Local EM Programs.
- Knowledge of the Right to Know Laws.
- Commitment to continuing education and training.
- Ability to complete, organize and submit records in an accurate and timely manner.
- Familiarity with proper radio protocol and operations.
- Ability to operate computers and other office equipment.

Training and Experience Desired:

- High School graduate or GED.
- Emergency training and experience.

Necessary Special Requirements:

- Must be 21 years of age.
- Must be authorized to work in the United States.
- Must pass a Criminal Background Check as evaluated by the BOS.
- Must be NIMS certified or working toward certification.
- Must have a valid driver's license and an acceptable driving record as evaluated by the BOS.