



The Town of Coventry, RI seeks a



## **PART-TIME ASSISTANT TO THE EMERGENCY MANAGEMENT DIRECTOR**

The Emergency Management Assistant shall be responsible for supporting the Emergency Management Director and the Town of Coventry Emergency Management Committee with any and all duties related to Emergency Preparedness and Emergency Management. The scope of these duties shall include monthly activities and preparation activities before, during and after all significant emergencies incidents and large scale weather events. Duties will also include projects in support of the Town's Emergency Preparedness. He/she shall support the monthly activities of the Coventry Emergency Management Committee as well as keep involved and maintain contact with the RI Emergency Management Agency.

**Administrative** – Emergency Management (Police, Fire, Public Safety)

**Posted:** 12/05/2018

**Type:** Part time Per Diem (\$35-42 dollars per hour)

**Job:** Administrative / Project Management / Emergency Management

**Part Time Hours:** flexible 4-8 hours per week with ability to surge hours to work up to 12-16 hour daily before, during and after emergency and/or disaster situations for up to 7 days.

**Primary Location:** Town of Coventry Emergency Operations Center / Police Annex

### **Description / Nature of Work:**

The Emergency Management Assistant shall be responsible for supporting the Emergency Management Director and the Town of Coventry Emergency Management Committee with any and all duties related to Emergency Preparedness and Emergency Management. The scope of these duties shall include monthly activities and preparation activities before, during and after all significant emergencies incidents and large scale weather events. Duties will also include projects in support of the Town's Emergency Preparedness. He/she shall support the monthly activities of the Coventry Emergency Management Committee as well as keep involved and maintain contact with the RI Emergency Management Agency. The Town of Coventry Emergency Management is a holistic program comprised of emergency preparedness, hazard mitigation, incident response, Emergency Operations Center (EOC) management, emergency logistics, communication and recovery operations. This is advanced administrative, supervisory and technical work, supporting and assisting the Director of Emergency Management in daily operations and future planning. Programming and planning are done under the guidelines of the Department of Homeland Security, Federal Emergency Management Agency and the State of RI Emergency Management Agency. Work involves the responsibility for participating in the

organization, planning, directing, coordinating, and monitoring of all Emergency Management programs. The position reports to the Town of Coventry Director Emergency Management Director or designee.

**The successful candidate will demonstrate any equivalent combination of education, training, and/or experience described below:**

- 4-6 years of experience in emergency management, public safety operations, emergency preparedness and response or related field that includes supervision or supervisory training in emergency management operations;
- Degree or Certifications in emergency management or a related field; which includes certifications of NIMS ICS 100-800;
- Ability to work a flexible part-time work schedule including compulsory work periods during special, emergency, and/or disaster situations;
- Proven ability to drive the program proactively and with limited guidance;
- Ability to think independently and take action, and manage multiple priorities;
- Excellent communications and relationship building skills;
- Drive to establish themselves as the primary emergency contact;
- Ability to work independently with adaptability to work on multiple projects and timelines while reaching goals and metrics;
- Ability to lead teams for emergency planning during emergency events;
- Strong interpersonal skills with the ability to gain the confidence and trust of others, and the ability to outreach and align individuals to programs and complex solutions;
- Problem-solving skills to address incidences and analyze outcomes;
- Experience with Microsoft Office suite, Emergency Management specific software like WebEOC and other tools.

**Duties include, but not limited to:**

- Assists and supports the Director with managing the town's response to disaster and management of the Town's federal and state disaster cost recovery efforts.
- Initiates and manages grants to enhance Emergency Management programs and activities.
- Develops, updates, monitors, assists and delivers plans where necessary.
- Coordinates and communicates these plans with town departments, adjacent municipalities, state and federal agencies.
- Assists and supports the Director with participation in various homeland security initiatives.
- Assists in the development and monitoring of the Emergency Management budget.
- Delivers speeches to community and civic organizations to further the Emergency Management Program and disaster preparedness in the Town.
- Coordinates the activities and deployment of local volunteer personnel in support of Emergency Management programs or disaster response.
- Lead strategic planning and operations for the Emergency Management Program, including the Emergency Operating Center.
- Develop and administer emergency management including planning, drills, and training. Organize building occupants, departments and the incident command team.

- Serve as an emergency contact for the Emergency Operations Center including supervision of the Emergency Operations Center.
- Serve as the Coventry Emergency Management liaison with the RI EMA. Partner with collaborators including the RI Emergency Managers Association.
- Coordinate Coventry EMA participation in available disaster exercises and attend joint preparedness meetings.
- Maintain relationships with local responding agencies including the local fire and police departments. Coordinate joint exercises with internal and external responders.
- May supervise staff; act as lead or technical expert providing direction to less experienced personnel working on emergency preparedness initiatives.

### **Knowledge, Skills, and Abilities**

- Knowledge of the principles of the Incident Command System 100-800.
- Knowledge of federal and state disaster programs, policies, and procedures.
- Knowledge of federal and state homeland security policies, procedures, and capabilities.
- Knowledge of hazardous weather principles and their effects on humans and property; specifically hurricanes, tornadoes, blizzards, torrential rainfall, and drought.
- Knowledge of effects of hazardous materials to include vulnerability zones, protective measures, and impact on health and the environment.
- Knowledge of effects of Weapons of Mass Destruction including Chemical, Biological, Radiological, Nuclear, and Explosive agents, vulnerability zones, protective measures, and impact on health and the environment.
- Knowledge of communications systems, principals, and procedures.
- Ability to write and speak clearly, concisely, and effectively.
- Ability to work under pressure for extended periods.
- Ability to prioritize and make quick decisions.
- Ability to manage multiple projects and meet deadlines.
- Ability to present interesting and effective training/talks on Emergency Management topics that stimulate interest in and promote program goals.
- Ability to establish and maintain effective working relationships with governmental agencies, civic groups, and other interested organizations.
- Ability to conduct research and develop emergency preparedness plans.

### **PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

- Part time hours in the Emergency Management Operations Center / Annex Office.
- Must be willing and able to respond to emergency situations in-person.
- Perform desk-based computer tasks with occasional use of a telephone.
- Frequently stand/walk, sit, grasps lightly/fine manipulation.
- Occasionally lift objects that could weigh up to 50 pounds.

**Cover Letter:**

Applicants who wish to submit a cover letter should include a written account of a disaster management response which they were involved in and detail the disaster and their response.

Application deadline is January 4, 2019 at 4PM.

**Application Information Contact:**

Captain Zalabowski

1075 Main Street

Coventry, RI 02816

or

[pzalabowski@coventrypd.org](mailto:pzalabowski@coventrypd.org)

Please add "EMA" to subject line

401-615-0889

The Town of Coventry is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to race, color, gender, national origin, disability, veteran status, or any other legally protected status.