



Connoquenessing Valley Regional EMA

JOB DESCRIPTION

Deputy Emergency Management Coordinator

Position Summary:

The Deputy Emergency Management Coordinator supports the agency in coordination with the Director / Emergency Management Coordinator (EMC) by contributing to the preparation and implementation of the EMA's (Support) Emergency Operations Plan (EOP) and operation of the Emergency Operations Center (EOC). The incumbent will train alongside the EMC in the emergency management skill set through local/county and state/federal training programs. As one of five (5) deputies within the agency, the incumbent will serve in absence of the EMC to support agency operations in order of succession, as established by the agency. The Deputy EMC, along with his/her peers, will also represent the CVREMA at various local and possibly state and federal meetings, trainings and workshops, as needed.

Qualifications:

- Willing and able to provide operational coordination of agency & local resources in alignment with the function of emergency management.
- Attend / complete in-service training in emergency management, as recommended for EMA staff, in the current revision of the Pennsylvania Emergency Management Agency's directive on Emergency Management Certification and Training.
- Comfortable speaking publicly at municipal meetings, within the community, and with media partners.
- Hold and maintain PA ACT-235 certification, or qualify for a waiver, if the individual seeks agency approval to carry firearms / lethal weapons, or non-lethal weapons, as properly certified for each.

Essential Functions:

- Support reviewing and analyzing emergency management plans and procedures and making recommendations for revisions in compliance with local, state and federal regulations.
- Ensuring that all emergency operating procedures are disseminated and understood by participating municipalities and volunteer personnel.
- Conducting risk and threat assessments and advise local officials on their disaster prevention, preparedness, response, recovery and mitigation responsibilities.
- Supporting preparedness through the availability of equipment, supplies and the availability of staff and facilities.
- Assist with educational and community outreach working through local municipal channels and community groups.
- Representing the CVREMA as needed at participating municipality meetings.