



## **Connoquenessing Valley Regional EMA**

### **JOB DESCRIPTION**

### **Emergency Management Specialist**

#### **Position Summary:**

The Emergency Management Specialist supports the agency in coordination with the Director / Emergency Management Coordinator (EMC) and Deputy EMCs 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 their peers in the emergency management skill set through local/county and state/federal training programs. As a Specialist within the agency, the incumbent will serve and support agency operations in their area of expertise and as needed within their level of training. The Specialist, along with his/her peers, will attend various local and possibly state and federal meetings, trainings and workshops, as needed.

#### **Qualifications:**

- Willing and able to provide operational support 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 working with agency partners in the community in support of emergency management.
- 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.
- Support the dissemination of emergency operating procedures to participating municipalities and volunteer personnel.
- Assist in conducting risk and threat assessments in the areas of disaster prevention, preparedness, response, recovery and mitigation for the community.
- 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.
- Attend meetings, events and field operations in support of emergency management.