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Borough Attorney /s/Robert L. Tarver, Jr.

**BOROUGH OF PENNS GROVE  
SALEM COUNTY, NEW JERSEY**

**RESOLUTION NO. 2022-1-24**

**A RESOLUTION APPROVING THE JOB DESCRIPTION  
FOR EMERGENCY MANAGEMENT COORDINATOR**

**WHEREAS**, it is necessary to create and/or update the job description for the following job title: OEM Coordinator; and

**WHEREAS**, the attached job description has been reviewed and adequately covers the scope and duties for: Emergency Management Coordinator for the Borough of Penns Grove; and

**WHEREAS**, the Administrator is authorized to update these job descriptions as needed, to reflect new tasks, responsibilities and skills that are required of the job title mentioned above in the future.

**NOW, THEREFORE, BE IT RESOLVED**, on this \_\_\_\_\_ day of \_\_\_\_\_ 2022, by the Borough Council of the Borough of Penns Grove, County of Salem, State of New Jersey that this job description be and is hereby approved.

Council	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
Carter						
Martin						
Mincey						
Rambo						
Scarpaci						
Worley						

Attest:

\_\_\_\_\_  
LaDaena D. Thomas, Mayor

\_\_\_\_\_  
Sharon R. Williams, Municipal Clerk

**CERTIFICATION**

I certify, by signing and affixing the Government Seal, that the foregoing is a true copy of a Resolution adopted by the Mayor and Council of the Borough of Penns Grove, in the County of Salem, at a regular meeting thereof held on the 18<sup>th</sup> day of January 2022.

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Sharon R. Williams, Municipal Clerk

## **BOROUGH OF PENNS GROVE**

Job Title: Emergency Management Coordinator      Date: January 2022

Department: Public Safety

Supervisor: Public Safety Director

### **Position Summary:**

This is a stipend position. Plans, organizes, and conducts varied emergency management operations within the municipality, and coordinates activities of the municipal emergency management staff; does other related duties as required.

### **Essential Functions:**

- Plans, organizes, and develops emergency management programs and procedures within the municipality.
- Establishes and maintains the municipal emergency operations center on a continual basis.
- Directs and integrates the practice exercises of the municipality with that of county and state emergency management organizations.
- Confers with county and state officials on the development and implementation of mutual aid programs.
- Applies for grants, including not limited to, the Emergency Management Performance Grant.
- Plans and develops a comprehensive training program for municipal staff personnel in accord with federal and state criteria.
- Determines financial requirements for the continued operation of the municipal emergency management organization, and prepares the organization's annual budget and other financial statements.
- Reviews and analyzes directives and instructions issued by municipal staff personnel to ensure conformity with policies and procedures set forth by the county, state, and federal officials.
- Arranges for purchase of equipment and supplies and for storage, inventory, and safeguarding of such property.
- When a state of emergency has been declared, alerts, mobilizes, coordinates, and directs activities of the municipal emergency management units with those of other local agencies and the county organization so as to implement emergency management operations.
- Prepare periodic statistical, municipal operational and organizational program reports.
- Attends meetings and gives talks before various civic, fraternal, educational, religious, and other groups on the objectives, programs, and significance of emergency management activities.
- Establishes and maintains needed records and files.

- Implement and carry out emergency management operations to protect the health, safety, and resources of the municipality.
- Provides definitive information concerning emergency management programs and policies.
- Responsible for program administration and program development encompassing the four phases of emergency management - mitigation, preparedness, response, and recovery.
- Ensures that the Municipal Office of Emergency Management is available on a 24-hour basis.
- Ensures that the municipality meets all requirements for the Federal Emergency Management Agency Emergency Management Assistance Program including meeting goals agreed to in the annual work plan, maintaining a currently approved Municipal Emergency Operations Plan, and providing the NJ Office of Emergency Management with quarterly program status reports, if applicable.
- Secures county, state, and federal technical and financial assistance available through the County Office of Emergency Management.
- Coordinates with other municipal agencies, departments, and bureaus their emergency management responsibilities.
- Implements policies and procedures regarding emergency management.
- Recruits, organizes, coordinates, and trains staff to administer the following emergency management functions and programs: alerting and warning; communications, damage assessment; Emergency Operations Center; emergency public information; evacuation; fire and rescue; hazardous materials; public health and emergency medical; in-place shelter, law enforcement; public works; radiological protection; reception and care; resource management; and social services.
- Perform such other duties as may be required.

**Qualifications:**

- Two (2) years of experience in the planning, development, and administration of emergency response activities such as those provided by police or fire, or rescue, medical, or emergency management units within the public sector or in the military service. Service years may be supplanted by corresponding training.
- Shall have or complete the following courses within one year of appointment: EMERGENCY PROGRAM MANAGER-FEMA INDEPENDENT STUDY COURSE, EMERGENCY MANAGEMENT WORKSHOP-BASIC.
- Continuing education: Following the completion of the first years' courses, must complete 24 hours of Emergency Management Continuing Education per year. All courses must be submitted to and approved by the County Emergency Management Coordinator.
- Required to possess a driver's license valid in New Jersey.
- Appointees must live in the municipality. A waiver of this provision can be granted to otherwise qualified candidates.
- Knowledge of the theory and practice of organization, planning, management control, and supervision.

- Knowledge of the functions and interrelationships of county and local governments.
- Knowledge of the objectives of federal, state, and local emergency management programs.
- Knowledge of municipal, county, state, and federal laws and plans relating to emergency management activities.
- Knowledge of the disaster resources capability of each element of municipal government.
- Knowledge of management principles and techniques.
- Ability to establish and maintain cooperative working relationships with public officials and administrators.
- Ability to evaluate programs and procedures.
- Ability to mobilize individuals and resources during emergency situation.
- Ability to plan, organize, and coordinate activities of diversified units.
- Ability to exercise independent judgment in evaluating situations and in making determinations.
- Ability to organize assigned work and develop effective work methods.
- Ability to prepare clear, concise, accurate, and informative reports containing findings, conclusions, and recommendations.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

#### Physical Requirements:

- Prolonged periods of sitting at desk and working on computer.
- Exerting 70 pounds occasionally; 50 pounds frequently; or up to 20 pounds constantly.
- Must be able to navigate various departments of the Borough's physical premises.