

EASTERN YORK COUNTY EMERGENCY MANAGEMENT AGENCY**Emergency Management Coordinator Position**

In accordance with Title 35, an Emergency Management Coordinator (EMC) is appointed by the Governor upon the recommendation of the executive officer or governing body of the municipality(s). The EMC shall be professionally competent and capable of exerting leadership, planning, training, effecting coordination among operating agencies of government and controlling coordinated operations. The EMC is the primary agent for the elected officials and is invaluable when disaster strikes.

The EMC plays an integral role in facilitating the community achievement of the proper levels of mitigation, preparedness, response, and recovery activities for whatever may affect the applicable municipality(s). The EMC must create interest, involve the community and keep elected officials engaged in preparations. Each EMC should use the resources available at local, county, state and federal levels to assist with these responsibilities.

HIRING PROCESS:

1. Submittal of resume and any applicable supporting documents by interested and qualified individuals to EYCEMA via contact and submittal information as specified in Attachment A.
2. Review of submitted resumes by EYCEMA representatives.
3. Interviews conducted by Committee members and integral community public safety representatives.
4. Prospective individual chosen as EMC.
5. Criminal history check from Pennsylvania State Police using PSP Form SP 4-165.
6. EYCEMA forwards name of nominee to York County Department of Emergency Services (YCDSES) along with PEMA form "Appointment of Municipal Emergency Management Coordinator" along with criminal history check and letter requesting appointment from EYCEMA.
7. YCDSES provides recommendation and forwards to PEMA.
8. PEMA Director forwards to Governor with an endorsement for appointment.
9. Governor sends signed letter of appointment to nominee and copies PEMA.

QUALIFICATIONS AND EXPERIENCE:**REQUIRED:**

1. PEMA levels of certification required as follows:
 - a. Basic – 1 year
 - i. NIMS certification 100, 200, 700
 - ii. NIMS certification 800 within six (6) months
 - b. Advanced – within 3 years of appointment
 - c. Professional – highly desirable

DESIRED:

1. Leadership, Public Relation skills
2. Emergency Response experience

JOB DESCRIPTION:

1. Obtain appropriate PEMA levels of certification as specified above.
2. Develop and maintain an EOP for the EYCEMA subject to the direction of all elected officials; review and update as required.
3. Develop and keep current, emergency response checklists appropriate for the emergency needs and resources of the EYCEMA.
4. Able to coordinate with the YCDES, identify hazards and vulnerabilities that may affect the EYCEMA; recommend mitigation measures; participate in the County Hazard Mitigation Team and assist in pre-disaster mitigation planning and possible grant submission efforts.
5. Identify resources within EYCEMA that can be utilized to respond to major emergencies or disasters
6. Develop, maintain and ensure certification of trained volunteers to work in EOC's when activated.
7. Attend training, workshops, and seminars provided by YCDES and other sources to maintain proficiency and currency in emergency management and emergency response planning & procedures.
8. Request needed resources as identified in the Mitigation process from YCDES.
9. Maintain appropriate plans, procedures, guidance and laws issued by YCDES, PEMA, and the Commonwealth within the EOC; knowledge of federal and state required plans for the jurisdictions involved in the EYCEMA and coordinate with all applicable agencies dealing with emergencies at dams (Red Lion Water Authority), chemical and nuclear plants (TMI), schools (Eastern York School District), potable water suppliers (Wrightsville Borough Municipal Authority, York Water, etc) daycares, hospitals, prisons, nursing home facilities and special events.
10. Participate in all tests, drills, and exercises pertaining to the municipalities as scheduled by the county or state.
11. Participate in any integrated flood warning system.
12. Ensure each municipality is compliant with NIMS.
13. Mobilize EYCEMA's EOC and act as Command within the Incident Command System structure in the EOC during an emergency or disaster.
14. Encourage EYCEMA municipalities to declare disaster emergencies when needed and confirm declaration was sent to YCDES.
15. Maintain relations and coordinate with the YCDES, and provide prompt information in emergencies as available.
16. Provide prompt and accurate information regarding municipal disaster emergencies to the appropriate municipal/county/state official.
17. Work effectively with voluntary organizations and other non-governmental organizations.
18. Manage and mobilize the equipment and staff of the EOC when appropriate and as directed by EYCEMA
19. Respond to location of a disaster as requested by EYCEMA or county.
20. With the assistance of local officials, conduct damage reporting and assessments within 24 hours of a disaster and provide information to county EMC or EOC if activated
21. Coordinate the restoration of any basic services and functions lost during the disaster.
22. Other duties associated with the EMC position as determined by the EYCEMA.

ATTACHMENT A**Submittal Guidelines:**

1. Required documents:
 - a. Cover letter
 - b. Resume
 - c. References
2. Acceptable submittal format:
 - a. Email (*any one or all contacts listed below*)
 - b. Fax (*any one or all contacts listed below*)
 - c. Hard copy delivered during hours of operation (*any one or all contacts listed below*)
 - d. Hard copy mailed to municipal building (*any one or all contacts listed below*)
3. Deadline: Monday, November 4, 2013 at 12 pm (noon)

EYCEMA CONTACT INFORMATION:

Hellam Township Attention to: Manager Corina Mann & Supervisor Martin Reed 44 Walnut Springs Road, York, PA 17406 Phone: (717) 434-1300 Fax: (717) 434-1301 Website: www.hellamtownship.com E-mail: cmann@hellamtownship.com Hours of Operation: M-F 8am – 4:30pm	Lower Windsor Township Attention to: Manager Maureen Hartman & Chief Tim Caldwell 2425 Craley Road, Wrightsville, PA 17368 Phone: (717) 244-6813 Fax: (717) 244-0746 Website: www.lowerwindsor.com E-mail: mhartman@lowerwindsor.com Hours of Operation: M-F 8am-4:30pm
Wrightsville Borough Attention to: Secretary Melissa Wirls & Mayor Neil Habecker 601 Water Street, Wrightsville, PA 17368 Phone: (717) 252-2768 Fax: (717) 252-0725 Website: www.wrightsvilleborough.com E-mail: mwirls@wrightsvilleborough.com Hours of Operation: M-F 9am - 2pm	Hallam Borough Attention to: Mayor McCleary & Councilman Michael Dupler 250 W Beaver Street, Hallam, PA 17406 Phone: (717) 755-0810 Fax: (717) 751-0371 Website: http://www.hallamborough.com E-mail: secretary@hallamborough.com Hours of Operation: Mon & Tues 8am – 12pm, Wed 6pm – 8pm
Yorkana Borough Attention to: President Rosalyn McElhenny & Vice-President Marvin Henise 71 Main Street, Yorkana, PA 17406 Phone: (717) 755-6780 Hours of Operation: By Appointment Only	East Prospect Borough Attention to: Councilman Ed Peashey & Councilman Mickey Regel 28 W Maple Street, P.O. Box 334, East Prospect, PA 17317 Phone: (717) 252-0177 Fax: (717) 252-1991 E-mail: epboro@netzero.net Hours of Operation: Mon 5pm-7pm – or By Appointment