

City of Chelsea



Director of Emergency Management Emergency Management

Salary: MM9 (\$93,778.83/year - \$106,102.13/year depending upon qualifications)

START DATE: July 1, 2018 upon retirement of current Director. Potential for earlier start date as contract employee to ensure smooth transition.

Position Summary

Supervise and perform work involved in the management and administration of the Emergency Management Program and City's 911 and Fire Alarm Operations. Provides technical and administrative oversight to assure all emergency preparedness and operational obligations of the Department are met. Assess training needs, train, coordinate training by others and provide direction to subordinates. Responsible for assuring communication equipment and other tools required in performance of modern E911 functions are in proper order and maintained. Insure that all requests and inquiries made to the department are prepared in a timely manner.

Qualifications

Education:

Bachelor's Degree in Emergency Management, Business or Public Administration or closely related field.

Experience:

Work experience in emergency management, public safety, or 911 Dispatch. Desired minimum of 3 years of experience managing emergency operations, with a required minimum of 5 years of direct supervisory responsibility and experience in managing personnel, or any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work. Municipal or private sector budget preparation and oversight.

Skills, Knowledge & Abilities:

Must obtain within twelve (12) months, and maintain all certifications and position training/skill requirements as directed by Federal, State or Local statute, regulation or order. In addition to basic experience qualifiers; experience must demonstrate solid ability to communicate and provide clear direction to others. Must be organized and have a record that displays dependability and sound understanding of the concepts required in the full range of emergency communication activity. Competent and familiar with computer functions and the type of programs involved. Recognition of vital nature of record keeping in public safety; maintain thorough records. Become familiar with City of Chelsea, streets and major structures. Ability to comprehend legal concepts and obligations in Public Safety and Health. Ability to maintain full composure in all situations. Ability to work in strict confidence. Must satisfy background investigation, includes CORI records check.

Please send cover letter and resume to Human Resources, City of Chelsea, 500 Broadway, Chelsea, MA 02150 or email jobs@chelseama.gov.

The City of Chelsea is an Equal Opportunity Employer