



Town of Bristol
1 South Street
P.O. Box 249
Bristol, VT 05443
(802) 453-2410
www.bristolvt.org

Emergency Management Director (EMD) Job Description

Position Title: Emergency Management Director (EMD)

Reports To: Selectboard

Status: Part-time

Job Summary

The Emergency Management Director (EMD) is an appointed individual responsible for the organization, administration, and coordination of the local emergency management organization. This role is subject to the direction and control of the executive officer or legislative branch of the municipality.

Essential Duties and Responsibilities

- Manage the local emergency management organization, including identifying resources to support incident command.
- Create and maintain the Local Emergency Management Plan (LEMP).
- Maintain the Local Emergency Operations Center.
- Facilitate Emergency Management meetings with municipal stakeholders.
- Coordinate citizen preparedness initiatives and volunteer recruitment.
- Participate in creating the Local Hazard Mitigation Plan.
- Complete the Emergency Manager Certification program provided by Vermont Emergency Management.
- Appoint an Emergency Management Coordinator if necessary.

Required Qualifications

- Familiarity with the National Incident Management System (NIMS) and Incident Command System (ICS).

- Completion of recommended training through FEMA's Emergency Management Institute or Vermont's Learning Management System.

Working Conditions

- The EMD must be prepared to work in dynamic and potentially high-stress environments during emergencies. Responsibilities may include coordinating resource acquisition, managing information flow, and collaborating with local, state, and federal agencies.

Adoption: This job description was reviewed and adopted by the Bristol Selectboard on XXX.

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