



# VILLAGE OF DOLTON

Tiffany A. Henyard..... Mayor

Alison Key ..... Village Clerk

## TRUSTEES

Kiana L. Belcher  
Jason House

Tammie Brown  
Brittney Norwood

Andrew Holmes  
Edward Steave

## JOB DESCRIPTION

### ASSISTANT DIRECTOR OF EMERGENCY SERVICES DISASTER AGENCY (ESDA)/EMERGENCY MANAGEMENT AND HOMELAND SECURITY- Village of Dolton

The Assistant Emergency Management Director is an administrative position for the Fire Department that assist the Director of Emergency Management (the "Director") to coordinate disaster response or crisis management activities, provides preparedness training, and prepares emergency plans and procedures for natural disasters such as floods, fires, or earthquakes, wartime, technological events such as railroad emergencies, hazardous materials spills, disasters or hostage situations.

Assist the Director to coordinates and direct the planning, organization, control, and implementation of local emergency management activities. Such activities may include but shall not be limited to the development of a severe storm spotter's network, designed to provide advanced/early warning of impending severe weather threats to the community.

Assist the Director to coordinate with community officials as necessary to ensure the effective administration of the emergency management program. Assis the Director to establish and maintain agency policies and communication procedures for all jurisdictional employees and volunteers.

Assist the Director to coordinate, develop, and implement the Emergency Operations Plan (EOP) for this jurisdiction. Updates the EOP at least annually. Updates the EOP Annex that pertains to Hazardous Materials Incidents, at least annually.

Assist the Director to prepare and distribute disaster preparedness material to the citizens of this jurisdiction, with the intent of offering an appropriate means of educating the community as to how they may prepare for and protect themselves from the consequences of such potentially dangerous disasters.

Assist the Director to conduct public presentations and speeches at schools, special events, civic organizations, etc. (including television, radio and/or newspaper interviews or appearances) which would benefit the public's safety and enhance the community's awareness and preparedness for any potential emergency/disaster threat to this jurisdiction.

Assist the Director to coordinate with all educational facilities to ensure that adequate disaster (tornado, thunderstorm, etc.) alerting, warning, and in-place sheltering procedures are developed, implemented and exercised.

Assist the Director to coordinate the development and implementation of a Disaster Preparedness and Training Program for jurisdictional employees and volunteers, specifically for the purpose of educating each of their responsibilities during emergency and/or disaster operations.



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Assist the Director to coordinate the actions and uses of jurisdictional assets during exercises and actual occurrences.

All other activities will be assigned through the Village Administration as needed.

Position Status: Part-time, FLSA-Exempt, Mayoral Appointment