

# **BOROUGH OF ROSELLE, UNION COUNTY**

## **JOB POSTING**

**Title:**               **Municipal Emergency Management Coordinator**

**Location:**       **Office of Emergency Management (OEM)**

**No. of Positions:** **1**

**Opening Date:** May 1, 2013

**Closing Date:** May 30, 2013

The Municipal Emergency Management Coordinator, 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. The Municipal Emergency Management Coordinator is 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. Supervises the day-to-day operations of the Municipal Office of Emergency Management. Ensures that the municipality meets all requirements for the Federal Emergency Management Agency (FEMA) 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.

FEMA training preferred, US Citizen, High School graduate or GED, and 18 years of age or older. Send resume to David G. Brown II, Borough Administrator, 210 Chestnut Street, Roselle, NJ 07203, [dbrown@boroughofroselle.com](mailto:dbrown@boroughofroselle.com)

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