

EMERGENCY MANAGEMENT COORDINATOR

The Townships of Franklin, Spruce Creek and Warriors Mark are seeking applicants for the joint position of Emergency Management Coordinator (EMC). (There is an Intergovernmental Governmental Agreement between the above municipalities for this position and the position is managed by the Joint Emergency Management Board, a 3-member board, 1 board member from each municipality.)

- It would be helpful, but not required that the applicant be a resident of one the above Townships.
- The applicant must possess or be willing to obtain the required training and receive EMC certification as required by the Pennsylvania Emergency Management Agency (PEMA), within 60 days of the appointment.
- There is an expectation that the successful applicant attend each Township's monthly meetings, to advise on current activities and issues.
- On occasions where attendance is not possible, it is expected that the respective Township be notified and a report emailed to the Township secretary in advance of the monthly meeting.
- Funds are allotted for EMC required training, travel expenses and appropriate necessary supplies as well as other expenses as approved by the Joint Emergency Management Board.
- Pennsylvania law requires that the emergency management coordinator at each level of government earn two levels of certification.

Applications for this position are being accepted through November 25, 2022. Submit resumes to Warriors Mark Township, PO Box 114, Warriors Mark, PA 16877.

Additional information can be found on PEMA Website (<https://www.pema.pa.gov>) Some of which is referenced below.

A large part of the certification involves completing training offered by PEMA or the Federal [Emergency Management Institute Opens In A New Window](#).

To maintain the proficiency of its staff and to keep its procedures current, every emergency management agency should conduct regular exercises.

<https://www.pema.pa.gov/Preparedness/Training-Exercises>

Planning - PEMA

<https://www.pema.pa.gov/Preparedness/Planning>

Checklists for PEMA Certification

1. [PEMA County Certification Checklist - Basic \(PDF\)](#)
2. [PEMA County Certification Checklist - Advanced \(PDF\)](#)
3. [PEMA County Certification Checklist - Professional \(PDF\)](#)