

Borough of West Mayfield

Official Job Description

Emergency Management Coordinator

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Position Overview

The West Mayfield Borough Emergency Management Coordinator (EMC) is a statutory municipal position mandated by the Pennsylvania Emergency Management Services Code (Title 35). The EMC is nominated by the Council and formally appointed by the Governor to oversee local disaster preparedness, mitigation, response, and recovery.

The Borough Council holds ultimate authority over the position of Emergency Management Coordinator. The specific boundaries of this authority include:

- Appointment and Tenure: The Council appoints the EMC to an indefinite term of employment. The EMC serves at the pleasure of the council, and may be dismissed at any time without cause by a majority vote of the Council.
- Compensation and Benefits: The CEO is a paid, salaried position. The Borough Council establishes the pay and benefits for this position.
- Duties and tasks: Council has the authority to assign additional duties and tasks as necessary.
- Separation of Powers: Elected borough officials, such as the Mayor or members of the Borough Council, may serve concurrently as the Emergency Management Coordinator.

This job description may be modified and amended at the discretion of Council.

Qualifications

Education & Experience

- Education: Minimum of a High School Diploma or GED. A degree in emergency management or public administration is highly preferred.
- Prior Experience: 1 to 3+ years of experience in emergency management.
- Knowledge: Working knowledge of the Pennsylvania Emergency Management Services Code (Title 35), Beaver County emergency response system, and emergency response planning principles and best practices.
- Certifications: All PEMA mandated specific, non-degree certification requirements:
 - Associate/Basic Level Certification: Must be completed within 1 year of appointment.
 - Professional/Advanced Level Certification: Must be completed within 3 years of appointment.
 - Continuing Education: Coordinators must attend 2 PEMA-provided In-Service Training (IST) sessions annually and complete 75 hours of continuing education every 5 years for recertification.

Key Skills & Abilities

Regulatory & Technical Expertise

- Statute Interpretation: Skill in reading, interpreting, and applying federal, state, county, and local statutes and regulations as related to emergency management.
- Software Proficiency: Proficiency in office management software/systems (word processing, data spreadsheets, pdfs, email).

Communication & Interpersonal Skills

- Conflict Resolution: Strong negotiation and dispute-resolution skills to handle conflicts as they arise.
- Public Speaking: Ability to effectively speak in a public setting before a group.
- Customer Service: Patience and tact when explaining emergency management issues and processes to the general public.

Administrative Capabilities

- Project & Time Management: Organizational, clerical, and coordination competencies that ensure smooth daily operations, compliance with standards, and accurate record-keeping to keep projects and tasks running efficiently, within budget, and on schedule.
- Record Keeping: Maintain good record-keeping practices such as consistent data entry, structured organization, and proper document handling consistent with municipal management guidelines.

Physical Demands

- Physical Capability: Physical ability to carry out the duties and obligations of the position.

Administrative Requirements

- Background Check: Candidates must pass a background check.
- Surety Bond: This position requires a faithful performance surety bond (provided by the Borough), which guarantees against financial loss due to negligence, malfeasance, or failure to perform duties.
- Statement of Financial Interests: This position is required to file an annual Statement of Financial Interest form with the State Ethics Commission.

Core Duties & Responsibilities

Emergency Operations Plan

- The EMC maintains the Borough's EOP for readiness and compliance with all emergency management statutes and regulations.

Emergency Operations Center

- The EMC maintains the Borough's EMC for readiness and compliance consistent with all emergency management statutes and regulations.

Municipal Representative

- The EMC serves as the Borough's official emergency management representative.

Public Education and Outreach

- The EMC leads the Borough's emergency management public education and outreach programming (PEOP).

Municipal Records Management

- The EMC manages municipal records in accordance with the state Municipal Records Act, Right to Know Law, Council guidelines and directives, and all federal, state, and county records requirements.

Customer Service

- Correspondence: Address resident inquiries and coordinate services with other municipal staff in a timely manner.

Professional Development

- The EMC is expected to keep current with all federal, state, county, and local professional development requirements.
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Other Expectations

- Personnel Policies: The EMC is expected to abide by all Borough personnel policies and directives.
- Ethical & Professional Standards: The EMC is expected to abide by ethical and professional standards as defined by state statute (the Borough Code) and the Public Official and Employee Ethics Act. These rules require appointed officials to act with absolute integrity, avoid conflicts of interest, and maintain strict transparency in public financial management.
- Professional Communication Standards: The EMC is expected to abide by standards of professional written and verbal communication, including timely correspondence and matters of legal and personal confidentiality.
- Digital Communications: The EMC is expected to abide by the Borough's policies regarding email, SMS (texts), and social media communications.
- Work Hours: The EMC is expected to devote sufficient effort and work hours commensurate with day-to-day tasks.

Compensation

- The Emergency Management Coordinator is a salaried position.
- Expenses for this position shall be paid by the Borough on a basis defined by the Council.
- Compensation & Benefits: The Council shall determine the EMC's compensation and benefits, and it may at any time adjust or modify such compensation as necessary to reflect the nature of the position, required duties, and job performance.

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