



PLAINFIELD TOWNSHIP

6292 Sullivan Trail, Nazareth, Pennsylvania 18064

BOARD OF SUPERVISORS

Phone: 610-759-6944

Fax: 484-298-2041

www.plainfieldtownship.org

PLAINFIELD TOWNSHIP, NORTHAMPTON COUNTY, PENNSYLVANIA NOTICE OF POSITION VACANCY FOR EMERGENCY MANAGEMENT COORDINATOR

Plainfield Township, a Second Class Township located in Northampton County, Pennsylvania, is accepting applications for the position of Emergency Management Coordinator (EMC).

About the Position:

Pursuant to the Pennsylvania Emergency Management Services Code (35 Pa. C.S. § 7502), each municipality in the Commonwealth is required to maintain a local emergency management organization and appoint a coordinator responsible for the planning, administration, and operation of that organization. The EMC serves subject to the direction and control of the Board of Supervisors and works in coordination with the Northampton County Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA). The selected candidate will be recommended by the Board of Supervisors to the Governor of Pennsylvania for formal appointment.

Responsibilities:

The Emergency Management Coordinator is responsible for, among other duties: preparing, maintaining, and keeping current the Township's Emergency Operations Plan (EOP); coordinating emergency planning and preparedness activities with local first responders, public works, and other municipal departments; staffing and supporting the Township's Emergency Operations Center (EOC) during declared emergencies or disasters; conducting and participating in training, exercises, workshops, and seminars as required by PEMA and Northampton County Emergency Management; maintaining situational awareness and providing timely communication to Township officials and the public during emergency events; and performing initial damage assessments and cost documentation in the event of a declared disaster.

Qualifications:

As required by 35 Pa. C.S. § 7502(d), the coordinator shall be professionally competent and capable of planning, effecting coordination among operating agencies of government, and controlling coordinated operations by local emergency preparedness forces. Candidates should demonstrate strong leadership, organizational, and communication skills, as well as the ability to work collaboratively with elected officials, emergency responders, and county and state agencies. Prior experience in emergency management, public safety, or a related field is preferred. Candidates must be able to submit to a Pennsylvania State Police criminal history records check (SP 4-164) as required by PEMA prior to appointment.

Certification Requirements:

Per PEMA Directive D2022-02, the appointed coordinator is required to obtain Basic EMC Certification within one year of appointment and Advanced EMC Certification within three years of appointment. Training opportunities are available through PEMA, Northampton County Emergency Management, and FEMA's online training programs.



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How to Apply:

Interested individuals should submit a letter of interest and resume to:

Paige Stefanelli, Township Manager
Plainfield Township
6292 Sullivan Trail
Nazareth, PA 18064
manager@plainfieldtownship.org

Office hours are Monday through Friday 8AM to 4:30PM. The position will remain open until filled. Plainfield Township is an Equal Opportunity Employer.

Sincerely,

Paige Stefanelli
Township Manager
Plainfield Township