

**POSITION: Emergency Planner**  
**GRADE: 8N**  
**CODE:**

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**FLSA: Exempt**  
**DATE: 01/13**

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**POSITION SUMMARY:** This position, under general supervision, performs professional and administrative functions related to planning and coordinating county emergency management programs including the radiological emergency program, updating policies and plans; serving as liaison with other agencies for the purpose of coordinating emergency operations; and coordinating and training disaster volunteers.

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**ESSENTIAL FUNCTIONS:**

1. Maintains the County's Comprehensive Emergency Management Plan (CEMP) and ensures updates are performed with the inclusion of stakeholders;
  2. Coordinates the County's Radiological Emergency Preparedness Program to including planning and providing radiological education to responders;
  3. Maintains radiological response equipment;
  4. Coordinate services through various government and private agencies;
  5. Conduct meetings and developing and making presentations;
  6. Update emergency vendor lists and critical facilities lists;
  7. Update policies, procedures, plans, drills, etc.; planning and participating in disaster and mass-casualty drills; providing debriefings and critiquing operations; obtaining cooperation from the community and volunteers to provide services;
  8. Serve as a liaison and/or member of various committees, boards, etc., and collaborates, persuades, presents reports to, and negotiates with, others outside own work area to coordinate efforts and maintain cooperative and efficient relations.
  9. Assist in the coordination of community outreach functions, including: grant solicitation and review; identifying areas of need; developing programs; preparing materials for distribution; and conducting training; prepare routine and non-routine reports utilizing a variety of software; receive, sort, and summarize material for the preparation of reports; develop and implements methods of collaboration with outside agencies; interprets, develops, communicate, update and monitor policies, procedures and emergency plans; recommend improvement when necessary; and write/revise same; and reports administrative and/or operational problems to supervisor
  10. Respond to emergency calls and provide emergency coordination functions for incident commanders;
  11. Present multi-hazard emergency preparedness training and education to employees, partner agencies, and the public.
  12. Perform all other duties as assigned.
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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Detailed knowledge of emergency management principles and procedures and how they apply to fire, rescue, EMS and law enforcement functions.
2. Knowledge of federal and state emergency management laws and regulations.
3. Ability to deal with members of the public, public officials, elected officials and the media.
4. Ability to manage, coordinate, schedule and conduct both public information and education and, emergency provider/responder training programs.

5. Ability to organize, coordinate, manage, and develop long-range emergency preparedness strategies.
  6. Ability to make independent judgments and creative decisions regarding the structure and language of planning documents.
  7. Ability to prepare and interpret statistical, analytical and comprehensive research projects.
  8. Ability to communicate effectively both orally and in writing.
  9. Ability and willingness to work hours other than normal business hours to include nights, weekends, and holidays as required at any time and from time to time.
  10. Strong analytical and organizational skills.
  11. Excellent writing, clerical and data entry skills and knowledge of Microsoft Office Software, including Access and Excel. Knowledge of web-based applications.;
  12. Ability for consolidation of a myriad of objectives into a single path of action and team-building experience.
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### **EDUCATION AND EXPERIENCE:**

1. Bachelor's degree or college level courses in Emergency Management, Planning, and Management, Public Administration, environmental or political science preferred. Note: Direct emergency management experience may be substituted for college degree requirement on the basis of 2 years of experience for each year of college.
  2. Minimum of two (2) years experience in the field of emergency management.
  3. A valid Driver's License.
  4. Must obtain within 18 months of appointment, FEMA Professional Development Series, Emergency Medical Responder or higher EMS credential, Hazardous Materials Operations or higher credential, and FCC Technician Class or higher amateur radio service license.
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### **PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

This position will be assigned to a 40 hour workweek, but is subject to 24-hour call duty in addition to attending evening and weekend classes or meetings. This employee may be requested to work when needed, including nights, weekends, and holidays and must be able to perform work in all environments day, night, heat, cold, rain, ice, snow, at times in hazardous or hostile situations, and in rural and urban locations.

Selected candidate must have a telephone at place of residence and maintain reliable transportation.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.