

Emergency Planner



General Summary of Classification:

Performs administrative and project management duties related to the development and maintenance of the County continuity of operations plans, response and recovery plans and procedures, and the emergency operations plan and its supporting documents; coordinates and supervises community outreach, preparedness & recovery initiatives, including volunteers and interns; uses various formats and media, including social media, for promoting outreach and preparedness initiatives; collaborates in developing and delivering outreach and training programs; manages and implements special projects; coordinates various Citizen Corps programs; serves as a member of the EOC staff during EOC activations; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Researches, compiles, documents, updates and maintains the information needed for developing emergency management plans;
- Develops emergency management plans for response & recovery decision-making, continuity of critical processes, temporary shut-down of non-critical departments, ensuring continuity of operation and governance, and reestablishing operations;
- Develops, documents, maintains, or implements continuity of operations and disaster recovery strategies and solutions;
- Assists with assessing training needs, planning and conducting mock-disaster drills and exercises to test the adequacy of existing plans and strategies, participates in debriefs, documents findings and recommendations; updates procedures & plans as needed;
- Coordinates resources and operations to support the recovery of local communities and businesses after a disaster or crisis;
- Works in partnership with County, State, Federal and other local agencies and businesses to identify resources in the areas of personnel, food, housing, medical supplies, equipment, transportation and any other requirements for public health, welfare and safety in the event of emergencies and disasters; maintains resources database and procedures for obtaining & utilizing resources;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of all the tenets of comprehensive emergency management, including mitigation, readiness, response and recovery, continuity of operations planning, recovery resources and resource management; grant writing and management; state and federal grant programs; FEMA relief and recovery programs; and Homeland Security grants.
- **Technical:** Sound computer skills with proficiency in typical business software including: Word, Power Point, Excel and Vizio, proprietary software and applications, ArcGIS, and various wireless technologies, peripherals and a wide variety of PPE and other equipment for communications and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Develops and maintains excellent working relationships with County staff, other jurisdictions, state & federal agencies, local businesses and organizations, and the general public; effective public speaking skills with ability to adapt messaging to target audiences; consistently communicates and interacts professionally with diverse array of relevant stakeholders; excellent collaboration skills; works well independently and as part of a team.
- **Decision-making and Authority:** Serves as a coordinator for continuity efforts after a disruption event and for Citizen Corps.
- **Leadership:** Non-supervisory. Serves as a point of County contact for local jurisdictions, state and federal agencies, and the public; requires politically savvy, tact and discretion, sound understanding of cultural and socioeconomic factors and dynamics that influence and impact County residents; and the ability to appropriately influence or direct the action of others.
- **Environment:** Typically works in an office setting; may be required to work in a wide array of indoor and outdoor locations and worksites with varying types, including extreme, terrain, temperature and weather conditions; may be required to travel; may be required to work a flexible or on-call schedule. This position is designated essential personnel and must be available in times of crisis to work in the Emergency Operations Center (EOC) and at other locations as needed upon request/appropriate activation level(s) and/or for any other situation that may necessitate emergency management support and/or operations.
- **Physical:** Visual and hearing acuity sufficient to recognize engage in effective collaborations and recognize hazards. Physical ability sufficient to safely perform assigned duties in a wide array of duty-related locations and conditions as needed.

Minimum Education and Experience:

Education: Four (4) year degree in emergency management or related field, relevant master's level degree preferred;

Experience: Two (2) years of relevant experience in emergency management and business continuity planning;

OR: Any equivalent combination of experience and/or specialized training in disaster preparedness, mitigation, response and/or recovery. Prefer 3-5 years of relevant experience including specialized training. Prefer VaPEM and CEM certifications.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations.
- Must hold a certificate of completion for FEMA Professional and Advanced Development Series programs, and certificates of completion of National Incident Management System (NIMS) courses to include NIMS 700a, ICS 100b, ICS 200b, ICS 300, ICS 400, NRF 800b, and Independent Study courses 701a, 702a, 703a, and 706.
- Requires completion of CERT Train-the-Trainer within one year of date of hire.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.